**PERSON SPECIFICATION (PS)**

This form lists the essential and desirable requirements needed in order to do the job.

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title:**  | Students’ Union Administrator | **Job ref no:** | PSD-0069-25 |
| **Grade:**  | 3 | **Department:** | Students’ Union |
| **Accountable to:**  | Head of Students’ Union | **Responsible for:** | N/A |
| **PS created by/ or reviewed by:** | Callum Roberts | **Date PS created/ reviewed:** | 13/01/25 |

|  |
| --- |
| **Evidence** |
| **Competency** | **Essential** | **Desirable** |
| **Qualifications** |  |  |
|  | Educated to at least A-Level standard or equivalent qualification. | A relevant qualification in business administration or a related field. |
|  | Evidence of strong numeracy and literacy skills. |  |
| **Demonstrable relevant experience** |  |  |
|  | Proven experience in an administrative role, managing multiple tasks effectively. | Experience working in a Students’ Union, membership organisation, or similar environment. |
|  | Experience in processing financial transactions, such as payment runs or invoicing. | Experience providing logistical or administrative support for events and campaigns. |
|  | Experience in maintaining accurate records, including governance or compliance-related documentation. | Experience managing bookings for shared resources or facilities. |
|  | Experience in supporting meetings, including taking minutes and managing agendas |  |
| **Skills**  |  |  |
|  | Strong organisational skills, with the ability to prioritise tasks and meet deadlines. | Familiarity with financial software or systems (e.g., Xero, Sage). |
|  | High attention to detail and accuracy in administrative tasks. | Knowledge of governance frameworks or policy management processes. |
| **Skills** | Proficiency in IT systems, including Microsoft Office (Word, Excel, Outlook) and databases. |  |
|  | Ability to work independently and collaboratively within a team. |  |
| **Communication** |  |  |
|  | Excellent written and verbal communication skills, including experience in drafting professional correspondence and minute-taking. |  |
|  | Ability to handle sensitive or confidential information with discretion. |  |
|  | Strong interpersonal skills, with the ability to provide a professional and approachable first point of contact for students, staff, and external stakeholders. |  |
| **Behavioural** |  |  |
|  | Proactive and solution-focused approach to work. | Creative problem-solving skills and a desire to improve administrative processes. |
|  | Commitment to inclusivity and diversity in the workplace. |  |
|  | Adaptable and flexible, with the ability to respond to changing priorities. |  |
|  | Team-oriented mindset with a willingness to collaborate on shared goals. |  |
| **Special Requirements** |  |  |
|  | Eligible to work in the UK. | A clean UK driving license (preferably D1 category) to assist with SU minibus-related duties. |
|  | Willingness to undertake training and development relevant to the role. |  |
|  | Flexibility to occasionally work evenings or weekends to support SU events and activities. |  |