



Surfers Against Sewage
 Unit 2, Wheal Kitty Workshops
 St Agnes, Cornwall, TR5 ORD

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PERSON SPECIFICATION

Role: Fundraising Administration Assistant

This section details with the experience, knowledge, skills and personal qualities required for the role. We require an experienced fundraiser with skills in staff and fundraising management.

EXPERIENCE	ESSENTIAL	DESIRABLE
At least 1 years' experience of working in an administration role		Y
KNOWLEDGE		
Educated to GCSE or equivalent level, or equivalent work experience	Y	
Knowledge of the charity fundraising sector		Y
Knowledge of individual giving schemes such as membership		Y
Knowledge of merchandise fundraising		Y
Excellent knowledge of Microsoft Office software, Word, Excel, PowerPoint	Y	
An interest in and knowledge of the work of Surfers Against Sewage	Y	
SKILLS		
Excellent attention to details	Y	
Multi-tasking	Y	
An aptitude for figures	Y	
PERSONAL QUALITIES		
Commitment to the work of Surfers Against Sewage	Y	
Ability to work and get on with people at all levels of and organisation and the general public	Y	
Outgoing, a sense of humour and ability to fit into a close-knit team	Y	
Confidence in own abilities	Y	
Ability to manage own time & work load, work to tight timescales and meet deadlines	Y	
Flexible, reliable and adaptable with an innovative approach to problem solving	Y	
A "can do" attitude to work and working relationships	Y	
Required to work weekends & evenings as necessary	Y	