

PERSON SPECIFICATION FOR SCM Administrator		
SKILLS	Essential	Desirable
Excellent time management skills with the ability to prioritise, plan and organise multiple tasks to ensure deadlines and objectives are achieved	✓	
Able to work under own initiative and proactively manage own workload	✓	
Able to identify and implement improvements to processes and systems	✓	
Excellent written and verbal communication skills	✓	
High standards of accuracy and attention to detail	✓	
Able to communicate legal requirements in a relevant and accessible way across an organisation	✓	
Excellent team player	✓	
Confident, warm and polite manner	✓	
KNOWLEDGE		
Proficient working knowledge of IT packages including Google App Suite & Microsoft Office 365	✓	
Strong working knowledge of UK Data Protection legislation	✓	
Sound knowledge of key Health & Safety principles	✓	
Knowledge of Southampton voluntary sector and/or anti-poverty initiatives		✓
EXPERIENCE		
Experience in an administration role	✓	
Experience of managing Data Protection in the workplace	✓	
Experience in carrying out Health and Safety responsibilities	✓	
Proven ability to maintain a high standard of ethical conduct and confidentiality	✓	
Experience of charity administration		✓
Working with volunteers		✓
QUALIFICATIONS		
Relevant Data Protection training and/or certification		✓
Relevant Health & Safety training		✓

OTHER		
Be sympathetic to SCM's Christian ethos	✓	
CIRCUMSTANCES <p>This post is based at our Head Office in Millbrook, although it will sometimes be necessary to attend project venues and meetings or training at other locations.</p> <p>As part of a small, flexible team, the postholder should be comfortable with carrying out some general duties which help the team as a whole e.g. greeting visitors to our offices, accepting donations, helping to move donations into warehouse.</p> <p>The post is 35 hrs/week to be worked Monday-Friday. Some flexibility in times worked will be required to allow for training and responding to variations in demand. You may very occasionally be asked to work at weekends or evenings with time off in lieu.</p> <p>Any offer of employment is subject to the receipt of satisfactory references and completion of a basic DBS check.</p> <p>This post has a 3 month probationary period.</p>		