



Headway East Kent

Brain Injury Support

ADMINISTRATOR

Person Specification

- Previous experience of general administration would be an advantage, NQV Level 3 desired but not essential.
- IT literate with a good working knowledge of Microsoft Office applications.
- Excellent organisation, planning and interpersonal skills.
- The confidence and ability to work flexibly and on your own initiative.
- Able to provide effective support and advice by e-mail and telephone with a good standard of English and a confident and courteous manner.
- Able to plan, prioritise and organise own work and to use initiative in solving problems.
- Able to meet deadlines; work as a team or independently.
- Self-motivated.
- Quick to learn and willing to develop new skills.
- Willing and able to work outside of hours as necessary i.e. taking minutes at meetings.
- Previous experience of working for a charity would be advantage.