



**FOUNDATION  
OF LIGHT**

**THE WORLD AT YOUR FEET**

**Personal Specification – Commercial Administrator**

	<b>Essential</b>	<b>Desirable</b>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Communication including oral and written</li> <li>• Planning and organisation</li> <li>• Team work</li> <li>• Ability to work on own initiative</li> <li>• Interpersonal</li> <li>• Handling Conflict</li> <li>• ICT / Administration</li> <li>• Ability to work under pressure and to tight deadlines</li> <li>• Writing applications for grants</li> <li>• Group Work facilitation</li> <li>• Multi tasking</li> <li>• Customer Service</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• At least two years sales admin experience</li> <li>• Monitoring and evaluating mechanisms</li> </ul>	<ul style="list-style-type: none"> <li>• Administration including monitoring and evaluation</li> <li>• Dealing with people at all levels</li> </ul>
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Commitment</li> <li>• Sense of humour</li> <li>• Flexibility</li> <li>• Honesty</li> <li>• Motivation</li> <li>• Enthusiasm</li> <li>• Patience</li> <li>• Diplomacy</li> <li>• Persistence</li> <li>• Determination</li> <li>• Commitment to equal opportunities</li> <li>• Display a flexible approach to working hours</li> </ul>	
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Self Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Legalities of fundraising</li> </ul>
<b>Understanding</b>	<ul style="list-style-type: none"> <li>• Customer Service</li> <li>• Of the need to work anti social and flexible hours</li> <li>• The delicate balance between persistence and pressure</li> <li>• Office systems and set ups</li> <li>• Commercial awareness</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Equivalence to GCSE in Maths and</li> </ul>	<ul style="list-style-type: none"> <li>• Driving licence</li> </ul>

	<p>English</p> <ul style="list-style-type: none"><li>• ICT qualification</li></ul>	<ul style="list-style-type: none"><li>• Fundraising</li><li>• Event Management</li><li>• NVQ Level 3 or equivalent in Business and Administration</li><li>• NVQ Level 3 or equivalent in Customer Service</li></ul>
--	--	---