

**RICHMONDSHIRE DISTRICT COUNCIL
PERSON SPECIFICATION**

Community Grant Scheme Administrator

**Criteria will be assessed via the submitted application form (A), and
Interview (I)**

| | Essential | Desirable |
|--------------------------------------|---|--|
| Qualifications | 1. 5 x GCSE's at A-C level including English language and Mathematics or equivalent (A) | a. Degree or equivalent level qualification (A) b. ECDL qualification (A) |
| Experience | 2. Experience of working with a grant awarding environment (A, I) 3. Detailed understanding and experience of the process of setting up community grant schemes (A,I) 4. Experience of monitoring project outputs (A, I) 5. Experienced in the grant award process (A). 6. Experience of providing management reports on scheme delivery (A, I) 7. Experience in supporting a team with general administration and organisational tasks (A, I) | c. Experience of working within National Lottery Funding environment (A) |
| Knowledge | 8. The ability to maintain filing systems and excel spreadsheets (I) | d. Previous knowledge of working in Local Government (A) |
| Personal Aptitudes and skills | 9. Ability to complete work to a high standard of accuracy (A) 10. Ability to work in a team (I) 11. Ability to work under pressure to achieve targets and meet deadlines (I) 12. Good standard of oral and written communication skills (I) 13. Strong IT skills, including word processing and the use of spreadsheets and databases to process information (A, I) | |
| Disposition | 14. Ability to use initiative (I) 15. Warm, friendly and professional with a 'can do' attitude (I) 16. Ability to respect and maintain confidentiality (I) | |
| Other requirements | 17. Comply with the Council's Equality and Diversity Policy (I) 18. Current valid driving licence and use of a car (A, I) | |