

## ADMINISTRATOR – PART TIME Skills/ Personal Qualities Specification

- relevant IT skills, including updating databases and creating Mailchimp documents. Competent in using the Microsoft Office suite of programmes.
- excellent organisational skills; able to maintain computer and hard copy files in a way which makes them easy to identify and access by other users; keep office clean, tidy and stocked with materials as required for it to function efficiently.
- able to act on initiative and to know when to seek advice.
- good interpersonal and communication skills- face to face, on phone and by email.
- a self starter, able to work independently.
- able to foster good professional relationships with colleagues and external suppliers; specifically with St Albans Cathedral and the other venues central to the organisation.
- able to draft/ write letters to a high standard.
- high level of personal discretion.
- willing to have an enhanced DBS check.
- some knowledge of/interest in classical music, and in particular the organ world, would be an advantage.