



Susan's Farm

Project Business Administrator Person Specification

Post: Project Business Administrator Contracted payment: £6000 (£2000 / month) Contract type: Fixed Term Contract – 3 months			
Criteria	Essential	Desirable	Evidence
Qualifications, Knowledge and Experience	NQF or NVQ Level 2 or 3 or equivalent qualification or experience / knowledge in the relevant work area. Experience of working in administrative role in an office environment, including diary management.	A regulated office environment.	Application form / Interview
Experience	Working knowledge of Microsoft 365, Outlook, Microsoft Word and Excel and the use of standard office equipment. Experience of maintaining computerised and manual records and systems. Working and collaborating within a team.	Use of online survey forms.	Application form / interview
Skills and Knowledge	Good verbal and written communications skills. Ability to use IT packages. Proven organisational skills with a high level of accuracy.	Understanding of data protection and confidentiality.	Application form / Interview
Problem Solving and Initiative	Ability to plan, organise and prioritise to meet deadlines.	Ability to use own initiative and act accordingly.	Application form / Interview



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	<p>Ability to build effective working relationships with colleagues.</p> <p>Ability to respond quickly and effectively to issues that arise.</p> <p>Ability to work independently.</p>		
Personal Characteristics	<p>Highly professional and personal standards in both work and conduct, including attention to detail and confidentiality.</p> <p>Commitment to promoting the vision and values of Susan's Farm.</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of Susan's Farm.</p> <p>Excellent interpersonal skills, including working as a team member.</p> <p>Good time management skills.</p> <p>Ability to work under pressure and prioritise effectively.</p>	<p>Embraces change and can be flexible about duties required.</p>	<p>Application form / Interview</p>



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Equal Opportunities	A commitment to support and promote safeguarding, the welfare of students and vulnerable adults, and equality and diversity.		Interview
Safeguarding	Commitment to the safeguarding of all stakeholders.	A good understanding of up-to-date safeguarding requirements and best practice.	Application form / Interview
Other Requirements	An understanding of data protection. Ability to work flexibly and outside of normal working hours, if required.		Interview
The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time without changing the general character of duties or the level of responsibility entailed.			

9th April 2025.