

**Role:** Donations Database Administrator

**Rating Key:**

<b>E</b>	Essential
<b>D</b>	Desirable
<b>App</b>	Application process
<b>Int</b>	Interview

Education, Skills & Experience													
	<b>Education</b>												
1	Educated to GCSE level or equivalent, including Maths and English at grade C or above.	E											App
	<b>Skills</b>												
2	Ability to communicate effectively with a wide range of people from diverse backgrounds both verbally and in writing.	E											App & Int
3	Ability to plan and organise own work to meet a range of competing deadlines.	E											Int
4	High level of IT literacy, minimum: Word intermediate level Excel intermediate level	E											App & Int
5	Ability to work as an effective member of a team.	E											App and Int
6	Ability to deal with people in challenging situations	D											App and Int
	<b>Experience</b>												
7	Previous administration experience.	E											App and Int
8	Previous database/CRM experience	D											App and Int
9	An understanding and appreciation of the workings of the charity sector.	D											App and Int

