

PERSON SPECIFICATION

Skills, Knowledge and Experience

Essential

Experience:

- Strong administrative experience in a charity, public sector, or corporate environment.
- Ability to prioritise tasks and manage workload to meet deadlines.
- Ability to capture essential information from telephone and email enquiries.

Skills & Competencies:

- Excellent interpersonal skills.
- Good IT skills, including Microsoft Office and database systems.
- Good attention to detail and commitment to accuracy.
- Strong communication skills, both written and verbal.
- Ability to work with confidential information and handle sensitive data appropriately.
- Ability to build positive relationships and work collaboratively with colleagues across nations and functions

Desirable

Experience:

- Experience supporting HR administration.
- Experience using HR systems.
- Experience working in an environment with governance or compliance requirements.
- Experience supporting events and activities.

Knowledge:

- Knowledge of community development or regeneration contexts.

Travel:

- A full driving licence and access to a reliable vehicle or be able to travel efficiently for the course of your duties.

Personal Attributes

- Highly organised.
- Passionate and motivated.
- Conscientious with a positive attitude.
- Comfortable working independently and within a team.
- Values-driven and aligned with CRT's mission.

Positioning Within CRT's Structure

The Charity Support Administrator is a key enabling role within the new Charity Support Services function, helping to ensure:

- The CEO has reliable operational support across all functions.

- Specialist leads (Finance, HR, Governance, IT/Digital, Impact/Data) have the administrative capacity needed to operate effectively.
- Staff across the organisation receive fast, coordinated support.
- The organisation builds stronger internal systems, documentation, and governance practices as it grows.

This role is foundational to improving organisational resilience and supporting the successful implementation of the new staffing structure.