

Person Specification

Job Title:	Highlands and Islands Students' Association Activities Administrator
Responsible to	Activities Manager
Responsible for:	-
Starting Salary	£9.00 per hour (£16,380 pro rata)
Location	HISA Office, Inverness

Criteria	Essential	Desirable
Values	<p>Commitment to student led work</p> <p>Supportive and helpful to all</p>	<p>Commitment to environmentally sustainable working</p> <p>Champion of inclusivity and diversity</p>
Qualifications	Educated to NC level or equivalent work experience	HNC or equivalent work experience
Experience	<p>Experience of administrative duties in a busy department</p> <p>Experience of maintaining effective administrative systems and procedures</p> <p>Experience of diary management</p> <p>Experience of organizing meetings and minute taking</p>	<p>Experience of using a purchase order system and processing invoices/expenses etc.</p> <p>Experience of assisting with budget monitoring, maintaining accurate financial records and budget management</p> <p>Experience in working within sports department and/or an interest in sports</p>

Knowledge & Skills	<p>Excellent and up to date skills in MS Office, particularly Outlook, Word and Excel</p> <p>Well developed ability to communicate (both orally and in writing) clearly, accurately and efficiently with colleagues at all levels</p> <p>Ability to be proactive and work under own initiative</p> <p>Ability to work to deadlines</p> <p>Good attention to detail</p> <p>Ability to demonstrate tact, confidentiality and discretion</p>	<p>Knowledge of the education sector</p> <p>Knowledge of the University of the Highlands and Islands and its academic partners</p> <p>Knowledge of, or interest in, Gaelic language and culture</p> <p>Knowledge of Student Associations</p> <p>Knowledge about the Highlands & Islands area</p> <p>Understanding of working within a democratic organization</p>
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