Person Specification

This form lists the essential and desirable requirements needed in order to do the job.

Applicants will be shortlisted **solely** on the extent to which they meet these requirements.

Job title: Centre Administrator

Department/Division: Middle East Centre
Accountable to: Deputy Director

Criteria	Evidence	E/D
Knowledge and Experience	Experience of office administration	E
	Strong experience of organising events	E
	Experience in financial administration and budget management	E
	Good IT, CMS editing and digital production skills	E
	Excellent data management skills	E
	Keen interest in Middle East studies and knowledge of the field	E
	Experience of working with visitors from the Middle East	D
	Master's degree in a subject relevant to the work of the Centre	D
	Professional experience in UK Higher Education or other relevant institution	D
Communication	Proven ability to write, design and edit written communications to very high standards	E
	Excellent verbal communication skills	E
	Experience of interacting effectively with a wide variety of people	E
	Experience in relationship building and networking	E
	Knowledge of a Middle East language	D
Initiative and Problem Solving	Experience of dealing with sensitive problems	E
	Experience of using own initiative to solve problems	E

	Experience in using technologies to improve and strengthen engagement with networks	E
Planning and Organising Resources	Experience of working within a busy environment and meeting tight deadlines	E
	Experience managing multiple different projects at once	E
	Excellent organisational skills	E
	Experience supervising team members	D
	Strong data management and analysis skills for strategic planning	E
	Experience of proactive and reliable team membership	E

E – Essential: Requirements without which the job could not be done.
D – Desirable: Requirements that would enable the candidate to perform the job well.