

## Person Specification

<b>Job Title</b>	Farming in Protected Landscapes Administrator	<b>Req No</b>	
<b>Prepared by</b>	Iain Mann	<b>Date</b>	02/06/2021
<b>Essential Criteria – Vital requirements for the post holder</b>			
<b><u>Relevant Experience:</u></b>			
<p>Administrative systems and practice in a Local Authority setting supporting the delivery of projects and programmes through administrative duties</p> <p>Monitoring and recording expenditure</p> <p>Scheduling meetings and taking accurate confidential minutes</p> <p>IT software packages such as Excel and Word</p>			
<b><u>Qualifications/training:</u></b>			
level or equivalent qualification OR significant experience which the applicant can show is directly related			
<b><u>Special Knowledge:</u></b>			
<p>Good IT skills particularly Microsoft Office</p> <p>Financial administration, including processing and recording income and expenditure</p>			
<b><u>Disposition/attitude:</u></b>			
<p>An organised approach to work and a capability to work to deadlines</p> <p>The ability to manage confidential information relating to grants and projects</p>			
<b><u>Practical/intellectual:</u></b>			
<p>Excellent organisational skills</p> <p>Excellent attention to detail</p>			
<b><u>Physical Requirements:</u></b>			
<b><u>Additional Requirements:</u></b>			
Car driver and access to personal transport			
<b>Desirable Criteria – Additional requirements relevant to the post</b>			
An interest in and empathy towards the farming community in Nidderdale AONB			