



## **Fallen Angels Administrator - Person Specification**

### **Experience and Skills**

At least 5 years' experience of administration.

Previous experience working in an arts organisation or charity is desirable not essential.

High level of technical/computer skills, and comfort with learning new systems (MS Office Suite including Word, Excel, Power Point,). Experience with WordPress and CRM systems are desirable.

Experience working with GDPR requirements and management of data for evaluation and compliance.

Good mathematical and proof-reading skills with high attention to detail.

### **Personal Attributes**

A commitment to equal opportunities.

Maintains professional manner demonstrating integrity and confidentiality.

An excellent communicator verbally and written.

A motivated self-starter capable of working in a team and individually.

Good time management and personal target setting skills.

The ability to think 'outside of the box' in support of the individual.

Ability to multitask and work well under pressure.

Ability to set and meet deadlines.

Ability to communicate and listen well in a variety of formal and informal settings with a wide range of neurodiversity and accessibility requirements.

Excellent organisational, mathematical, communication skills, administrative experience and high attention to detail.

### **DESIRABLE**

A passion for dance, community arts or participatory practice.

Understanding of arts, well-being, recovery from addiction and or mental health challenges.

Experience of grant funding and evaluation especially Arts Council England.

Fallen Angels Dance Theatre North West | Company Limited by Guarantee no: 08909000,

Registered Charity: 1158251 | Registered address: 39 Toll Bar Road, Chester, CH3 5QU