Person Specification: ADP ADMINISTRATOR

Please highlight how you meet the selected person specification by completing the table below and submit alongside your CV and covering letter.

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| **Skills and Abilities** | **Evidence** |
| Excellent organisational, administrative, and logistical planning skills |  |
| Excellent communication skills, verbal and written.  |  |
| Excellent attention to detail and the ability to effectively proofread |  |
| Ability to co-ordinate multiple projects simultaneously to success  |  |
| Ability to work to multiple deadlines |  |
| Able to work independently as well as being part of a diverse team |  |
| Ability to influence and negotiate with stakeholders at all levels  |  |
| An understanding of international travel logistics  |  |
| High Competency Level Excel, Word, PowerPoint, Smartsheet. |  |
| **Knowledge**  |  |
| UKAD – Basic level certification (valid in last 3 years) – Clean Sport Advisor or equivalent. |  |
| Safeguarding – valid within 3 years - SPC in Sport and BF Welfare Officer training  |  |
| Data Protection – attended BF annual team training |  |
| **Proven Experience** |  |
| Experience of providing administrative support to executives and senior managers |  |
| Experience in supporting members or customers. |  |
| Experience of working in a time pressured environment |  |
| Experience of working in travel and or sport is an advantage but not a requirement.  |  |
| **Personal Disposition** |  |
| Able to remain calm and supportive under pressure. |  |
| Able to demonstrate empathy with athletes, parents, and coaches.  |  |
| Able to act professionally, demonstrating integrity and taking accountability for actions.  |  |