



The Boat Race Company  
Administrator

## Person specification

Skills and experience required		
Area	Essential	Desirable
<b>Knowledge/ Experience/ Skills</b>	<ul style="list-style-type: none"> <li>• Proven experience of managing multiple different work streams in an effective and efficient manner, meeting deadlines and objectives</li> <li>• Excellent written and verbal communication skills</li> <li>• Demonstrated knowledge and experience of using MS Office Suite of products including Word, Excel and PowerPoint, Mailchimp, Eventbrite, database experience, Facebook, Canva, Wordpress at an intermediate or advanced level</li> <li>• Effective minute writer</li> <li>• Able to build excellent internal and external relationships and work effectively with individuals at all levels</li> <li>• High level of attention to detail.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of operating in a project life cycle environment</li> <li>• Experience delivering to multiple leads</li> <li>• Administrator Experience in in a sporting or events context</li> <li>• Managing suppliers</li> </ul>



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<b>Personal Qualities</b>	
<b>Teamwork</b>	<ul style="list-style-type: none"> <li>Embraces diversity and displays respect and loyalty to colleagues, the organisation and partners;</li> <li>Engages effectively, and is helpful and supportive towards others;</li> <li>Highly collaborative, taking the time to engage with team members;</li> <li>Reliable and committed to success of the team;</li> <li>Embraces change and is adaptable;</li> <li>Able to multitask and willing to take on additional roles and tasks;</li> <li>Comes up with ideas and shares these with the team;</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal skills;</li> <li>Natural communicator at all levels, approachable and knowledgeable;</li> <li>Prepared to challenge information and bureaucracy;</li> <li>Embraces and absorbs new information;</li> <li>Comes up with ideas and communicates these to others;</li> </ul>
<b>Commitment and results delivery</b>	<ul style="list-style-type: none"> <li>Self-Motivated</li> <li>Displays the highest levels of integrity and commitment;</li> <li>Plans ahead and manages time effectively;</li> <li>Deals with ambiguity, flexible and creative in approach to delivery;</li> <li>Resilient and positive through change and adapts positively;</li> <li>Takes accountability and ownership of tasks and problems;</li> <li>Tenacious and seeks to overcome obstacles and challenges;</li> <li>Meets milestones and is committed to achieving a positive result;</li> <li>Uses initiative to resolve matters within control and understands when to pass on relevant issues or incidents;</li> </ul>
<b>Motivation and drive</b>	<ul style="list-style-type: none"> <li>Self - motivated and proud to be part of the experience;</li> <li>Demonstrates enjoyment in their work;</li> <li>Professional, polite and approachable manner;</li> <li>Positive attitude and optimistic;</li> <li>Resilient, calm and in control of emotions;</li> </ul>