**PERSON SPECIFICATION:**

**Project Administrator**

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| **Qualities & Competencies** | **Essential** | **Desirable** |
| **Qualifications**  | Proven experience in administrative support within a project environmentGood understanding of project management principles and lifecycleProficient in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and project management tools (e.g., MS Project, Trello, Asana) | Project management qualification (e.g., PRINCE2 Foundation, CAPM) |
| **Experience**  | Experience supporting multiple projects simultaneouslyFamiliarity with coordinating meetings, preparing agendas, and tracking action itemsPrevious involvement in budget tracking, procurement processes, or resource scheduling is advantageousExperience liaising with internal and external stakeholders | Experience of the Housing Sector |
| **Personal Attributes** | Proactive and solution-focused mindsetFlexible and adaptable to changing priorities and project demandsCommitment to continuous improvement and learningReliable with a strong sense of accountability |  |
| **Knowledge, Competencies, Skills & Abilities** | Excellent organisational and time management skills, with the ability to prioritise tasks effectivelyStrong attention to detail and accuracy in documentation and data entryClear and professional communication skills, both written and verbalAbility to work independently and as part of a teamSkilled in minute-taking, report preparation, and maintaining project documentationComfortable handling confidential information with discretion | Knowledge of document control systems or project management softwareFamiliarity with risk management or compliance processes |