

Role of administrator for the Association of Breastfeeding Mothers

Person Specification

	Desirable	Essential
Communication skills including a calm, warm and professional manner, accuracy in writing, high level of English.		Yes
Ability to multi-task and organize own time.		Yes
Previous experience working in an administrative role.		Yes
Previous knowledge of the ABM and the international code of marketing of breastmilk substitutes (the 'WHO code').	Yes	
An appreciation of the value and significance of breastfeeding	Yes	
Experience dealing with financial systems including account reconciliation.		Yes
Experience working with finance software 'Xero' (or Sage) and PayPal.	Yes	
Experience of using WooCommerce and Wordpress.	Yes	
Experience of using WordPress membership add-ons.	Yes	
Experience working with Microsoft Office 365 (Teams, Skype, Word, Excel, Outlook).		Yes
Willingness to learn new skills.		Yes
Experience of working or volunteering for a charity.	Yes	
Knowledge of GDPR and data protection issues	Yes	
Experience of working remotely including remote teamwork.	Yes	
Knowledge of Facebook groups and admin/monitoring experience.	Yes	

We do not require a particular educational level though a CV which demonstrates training in finances, IT and literacy will be an advantage.