



## PERSON SPECIFICATION

<b>Experience</b>	
Proven experience working as a Board Administrator or Personal Assistant/Executive Assistant at a senior level.	Essential
Experience of working effectively with Senior Leadership and Directors	
Experience of working on their own initiative, managing their own workload and working well as part of a team.	
Experience of providing administrative support on a number of different projects	
Experience of record keeping and preparing meeting documents	
Experience of working in a charity	Desirable
Experience of administering policies and governance documents such as risk assessments.	
<b>Knowledge and Skills</b>	
Ability to build relationships, particularly with those in senior positions	Essential
High standards of accuracy and attention to detail	
IT skills including the use of Microsoft Office, Google Suite	
Strong organisational skills	
Excellent planning, prioritisation and time management skills, plus ability to respond effectively to changing workloads and priorities.	
Good interpersonal skills, confident and professional telephone manner	
Excellent written and verbal communication skills	
Knowledge of GDPR and Data protection legislation	Desirable
Knowledge of Governance Frameworks within a Charity	Desirable

<b>Values</b>	
Approachability, and the importance of having empathy with staff, volunteers and members	Essential
An understanding of mental health issues	Desirable
<b>Other</b>	
A team player with a positive outlook and strong work ethic	Essential
The ability to use own initiative and know when to seek advice	
Acts with professional integrity at all times	Essential
Committed to high standards of quality and seeks to improve systems and processes	Essential
Ability to develop and maintain strong, effective and professional working relationships	Essential
Flexible and receptive to change	Essential
Treat people fairly and respectfully	Essential