

## PERSON SPECIFICATION

**JOB TITLE:** Personal Assistant to the Chief Executive (Executive Assistant)

### CRITERIA

#### Experience:

1. Office Management
2. Use of computers and other office equipment including electronic filing.
3. Working in situations where confidentiality is necessary
4. Minute taking and production.
5. Administration of governance documents
6. Liaising with statutory bodies (i.e. charity commission)
7. HR experience (desirable)

#### Skills and Abilities:

8. Excellent organisational skills
9. Excellent IT skills, particularly in the use of Office 365
10. The organising and use of Microsoft Teams and Zoom for virtual meetings.
11. Minute taking, typing, emailing and work on the Internet within agreed timeframes.
12. Communication and interpersonal skills
13. Patience
14. Prioritisation and time management skills
15. Production and lay out of reports

#### Knowledge:

16. IT systems and equipment
17. Office systems
18. Familiar with databases and spreadsheets
19. Knowledge of Publisher
20. Knowledge of Third Sector and statutory sector (desirable)

#### Education/Training:

21. Good command of English, both written and verbal
22. GCSE C/NVQ4 or equivalent
23. Training in use and application of computers, especially
24. Microsoft Office 365 suite

#### Other requirements:

25. To be able to work on own initiative, under supervision and as part of a team
26. Flexibility in work hours/days to facilitate the completion of work within agreed timeframes and/or both internal and external deadlines.