

**Executive Assistant**

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| **Criteria** | **Essential** | **Desirable** | **Assessed** |
| **Qualifications/**  **Experience** | Maths and English GCSE at grades C or above (or equivalent qualification).  At least two years’ experience of providing administration support | Experience of working in voluntary sector.  Evidence of continuous professional development  Previous work as an Executive Assistant | Application/interview/  documents |
| **Skills and Abilities** | General IT competence, including word-processing, spreadsheets and databases.  Very well organised, able to prioritise and plan own work and work to meet deadlines.  Ability to work on own initiative.  Competent in use of Microsoft Outlook as an organisation tool.  Excellent verbal and written communication skills.  Experience of writing reports, agendas and minutes.  Experience of preparing papers for meetings  The ability to communicate with a wide range of people. | The ability to build and maintain relationships.  Competent in computer software & systems. | Application/Interview |
| **Knowledge** | Understanding of, and demonstrable commitment to, ensuring equal opportunity.  An understanding of Equality and Diversity duties in the workplace.  Knowledge and understanding of safeguarding issues. | A knowledge of relevant agencies, organisations and professionals within Greater Manchester.  Knowledge of issues affecting Gaddum Centre clients.  Understanding and awareness of the needs of adult carers and their families. | Application/Interview |
| **Values and Personal attributes** | A commitment to Gaddum Centre values.  A commitment to equality and diversity.  A non-judgemental attitude.  The post holder must display integrity, honesty and good judgement. | Knowledge of Gaddum Centre and its services. | Application/Interview |
| **Other Requirement** | Ability to travel independently throughout Greater Manchester.  Flexible approach to working hours and ability to work unsociable hours (evenings and weekends) to meet the needs of the service. |  | Application/Interview |