AGE UK CAMDEN

***Striving to be an Equal Opportunities Employer***

PERSON SPECIFICATION

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| **POST TITLE:** | | **Executive Assistant** | **Scale: SCP 20-23** | |
| The requirements as stated below relate solely to the duties and responsibilities laid out in the Job Description. Applicants should provide evidence of their ability to meet the following criteria. **NB.** In your personal statement on the application form, you should cover ***all***criteria, as each will beassessed during short-listing. | | | | |
|  | CRITERIA | | | **METHOD OF**  **ASSESSMENT** |
|  |  | | | A = application  I = interview  E = Exercise |
|  | EXPERIENCE, SKILLS, KNOWLEDGE AND ABILITIES | | |  |
| **1** | Experience of working in the voluntary sector with strong knowledge of the governance requirements linked to the Charity Commission and Companies House | | | **A&I** |
| **2** | Experience of all aspects of Board support and administration | | | **A&I** |
| **3** | Experience of performance management and performance management techniques | | | **A&I** |
| **4** | Experience of designing and delivering related training programmes | | | **A&I** |
| **5** | Ability to interpret, analyse and present and report on complex data sets and be able to make recommendations for improvement on quality of services. | | | **A&I** |
| **6** | Research and report writing skills and experience | | | **A&I** |
| **7** | Experience of providing qualitative and quantitative data for fundraising purposes. | | | **A&I** |
| **8** | Experience of staff/volunteer supervision/people management | | | **A&I** |
| **9** | Management of stakeholder relationships | | | **A&I** |
| **10** | Experience of successful Project Management | | | **A&I** |
| **11** | Good IT skills including use of databases, excel and word, Ability to support front line services on the development of databases to produce reports etc | | | **A&IE** |
| **12** | Up to date knowledge of GDPR and ability to maintain confidentiality | | | **A&I** |
| **13** | Strong written and verbal communication skills for a wide range of audience including stakeholder groups | | | **A&I** |
| **14** | Ability to deal with difficult situations in a calm, fair but effective manner | | | **A&I** |
| **15** | Strong organisational and time management skills, ability to plan and prioritise own workload. | | | **A&I** |
| **16** | Able to take ownership of tasks with personal drive and to work with minimal supervision while keeping line management up to date. | | | **A&I** |
|  | **Attributes** | | |  |
| **17** | Demonstrate awareness and commitment to upholding Age UK Camden’s values and Diversity and Inclusion policies | | | **A&I** |
| **18** | Team player with the ability to create, maintain and enhance effective working relationships. | | | **A&I** |
| **19** | Willingness to contribute to the wider Age UK Camden success story and an interest in the long term development of Age UK Camden services | | | **A&I** |
| **20** | A willingness to undertake training appropriate to the post | | | **A&I** |
| **Date** | Jan 2025 | | |  |