

## **PERSON SPECIFICATION**

### **Executive Assistant to the Senior Minister and Core Team**

#### **Essential Skills and Experience**

- Good general standard of education, including as a minimum, English and Mathematics at grade A\*-C or equivalent.
- Previous experience as an Executive or Personal Assistant is preferable.
- Experience of preparing meeting agendas and taking minutes.
- The ability to communicate effectively, both verbally and in writing, with a wide range of people is essential.
- An in-depth awareness of the importance of confidentiality.
- Well organised; possessing a high level of administrative skill.
- Able to take a proactive approach and prioritise a significant workload whilst dealing with conflicting demands.
- Good IT skills and an advanced proficiency in Microsoft Office.
- Full Driving Licence.

#### **Particular Requirements**

The post is subject to an Occupational Requirement that the post holder is a committed Christian under Part 1 of Schedule 9 to the Equality Act 2010.

Any offer of a contract will also be subject to satisfactory references.