

Care for the Carers

PERSON SPECIFICATION

Governance Administrator

Qualifications	<ul style="list-style-type: none"> • A secretarial qualification 	Desirable
Experience	<ul style="list-style-type: none"> • Experience of providing administrative support to managers 	Essential
	<ul style="list-style-type: none"> • Experience of managing a busy workload and responding to a range of priorities 	Essential
	<ul style="list-style-type: none"> • Experience of organising and attending meetings and appointments 	Essential
	<ul style="list-style-type: none"> • Experience of record keeping and working with database systems 	Essential
	<ul style="list-style-type: none"> • Experience of meeting paper preparation and minute taking 	Essential
	<ul style="list-style-type: none"> • Experience and/or knowledge of Charity Governance 	Desirable
Skills and Knowledge	<ul style="list-style-type: none"> • Able to produce own correspondence 	Essential
	<ul style="list-style-type: none"> • Excellent IT skills, including sound knowledge of MS Office 	Essential
	<ul style="list-style-type: none"> • Sound knowledge of MS Teams 	Desirable
	<ul style="list-style-type: none"> • Experience of maintaining database records 	Desirable
	<ul style="list-style-type: none"> • Ability to set and maintain clear professional boundaries and confidential working practices 	Essential
	<ul style="list-style-type: none"> • Ability to multi-task and to prioritise workload accordingly 	Essential
	<ul style="list-style-type: none"> • Ability to set up and use administrative systems 	Essential
	<ul style="list-style-type: none"> • Excellent interpersonal and team working skills 	Essential
	<ul style="list-style-type: none"> • Attention to detail and accuracy when recording information 	Essential
Personal Qualities	<ul style="list-style-type: none"> • Possessing sensitivity and understanding and able to apply this when dealing with carers 	Essential
	<ul style="list-style-type: none"> • Possessing good judgement, total confidentiality and discretion at all times 	Essential
	<ul style="list-style-type: none"> • Self-motivated, organised and conscientious 	Essential
	<ul style="list-style-type: none"> • Approachable and professional 	Essential
	<ul style="list-style-type: none"> • Reliable time keeper 	Essential
	<ul style="list-style-type: none"> • Able to communicate well with colleagues, exercising tact and diplomacy 	Essential
	<ul style="list-style-type: none"> • Able to follow instructions, take responsibility for own work, and work alone and as part of a team. 	Essential
	<ul style="list-style-type: none"> • A commitment to working within the ethos of Care for the Carers' core values 	Essential
	<ul style="list-style-type: none"> • A demonstrable commitment to equal opportunities and anti-discriminatory practice 	Essential