

**NORTH KENT MIND**

**PA to CEO**

**PERSON SPECIFICATION**

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| **Experience, Skills, Knowledge** | **Essential** | **Desirable** |
| Excellent organisational and administrative skills | ✓ |  |
| Ability to prioritise tasks and manage time efficiently | ✓ |  |
| Track record of achieving deadlines | ✓ |  |
| Good knowledge of Microsoft office | ✓ |  |
| Attention to detail | ✓ |  |
| Able to plan and put in place effective administration systems | ✓ |  |
| Proactive and flexible approach to problem solving | ✓ |  |
| Excellent communication skills | ✓ |  |
| An understanding of the issues experienced by people with mental health problems |  | ✓ |
| Ability to develop positive and professional working relationships with staff, volunteers, clients and external organisations | ✓ |  |
| Ability to build and work within teams | ✓ |  |
| Able to work on own initiative | ✓ |  |
| Clear professional boundaries | ✓ |  |
| Some flexibility around working hours | ✓ |  |
| Warm, professional and courteous manner | ✓ |  |
| An understanding of the importance of confidentiality and information governance and concern to respect this at all times | ✓ |  |

November 2021