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| | Executive assistant diploma (desirable or willing to undertake) |
| Experience | <p>Min one year as personal assistant</p> <p>Min two years senior admin role</p> <p>Min one year in public or third sector</p> <p>Min one year in disability or health and social care organisation</p> <p>Experience of supporting people who are autistic or have been detained in mental health hospitals</p> |
| Competencies | <ul style="list-style-type: none"> • Highly organised and efficient • Maintain absolute discretion & confidentiality at all times • Excellent IT skills • Highly professional conduct at high profile meetings • Personal warmth and excellent interpersonal skills • Ability to work under high pressure to tight deadlines • Calm professional deposition • Highly pro-active • Four BILD values including collaborative, pro-active and solution focused |
| Equal Opportunities | BILD is committed to equal opportunities and equality and does not tolerate harassment or discrimination |
| Data Protection | All staff at BILD are required to treat sensitive material confidentially and comply with data protection legislation |
| Health & Safety | All staff working at BILD are required to read and comply with the H&S policy |
| Review | Job descriptions may be reviewed after 6 month probation and at annual performance review |