



Experience	<p>Minimum of one year experience as personal assistant (E)</p> <p>Minimum of two years senior admin role (E)</p> <p>Minimum one year in public or third sector (E)</p> <p>Minimum one year in disability or health and social care organisation (D)</p> <p>Experience of supporting people who are autistic or have been detained in mental health hospitals (D)</p>
Competencies	<ul style="list-style-type: none"> <li>• Highly organised and efficient (E)</li> <li>• Maintain absolute discretion &amp; confidentiality at all times (E)</li> <li>• Excellent IT skills (E)</li> <li>• Highly professional conduct at high profile meetings (E)</li> <li>• Personal warmth and excellent interpersonal skills (E)</li> <li>• Ability to work under high pressure to tight deadlines (E)</li> <li>• Calm professional disposition (E)</li> <li>• Highly pro-active (E)</li> <li>• Four BILD values including collaborative, pro-active and solution focused (E)</li> </ul>
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
Date approved (sign)	2023