

Person Specification

Executive Assistant – August 2020

	ESSENTIAL	DESIRABLE
FORMAL QUALIFICATIONS	<p>A minimum of the below;</p> <ul style="list-style-type: none"> • GCSE in Maths & English – Grade C or above. • Equivalent Maths/English/Literacy qualifications e.g. Certificate in Adult Numeracy/Literacy. 	<p>Any of the below;</p> <ul style="list-style-type: none"> • Secretarial qualifications.
KNOWLEDGE	<ul style="list-style-type: none"> • Knowledge of GDPR and data protection rules. 	<ul style="list-style-type: none"> • Knowledge of the horse racing industry.
EXPERIENCE	<ul style="list-style-type: none"> • Previous experience of supporting at Director level and above. • Experience of managing a busy diary that can have last minute changes in a fast-paced team. • Considerable experience of providing high quality minute taking. 	<ul style="list-style-type: none"> • Experience of booking travel, conference and events facilities. • Experience of providing IT software support on Microsoft packages, patiently and competently.
SKILLS	<ul style="list-style-type: none"> • Excellent administration and organisational skills. • Minute taking skills. • Proficient user of full Microsoft suite including Word, Excel and PowerPoint. • Excellent communication skills including good written English and proof reading. • To work proactively, take initiative and remain calm under pressure. • Excellent attention to detail. • Proactive at managing issues and finding solutions. • Ability to produce quality presentations. 	<ul style="list-style-type: none"> • Typing speed of at least 60 wpm. • User of Prezi.

PERSONALITY/ MOTIVATION	<ul style="list-style-type: none"> • A confident and resourceful individual who can operate in demanding circumstances with complete confidentiality and discretion. • A desire to achieve high quality support for the senior executive team. • The willingness and ability to work flexibly and respond to the emerging needs of the business. • A willingness to travel for meetings within the UK when necessary. 	
INTERESTS	<ul style="list-style-type: none"> • An interest in the horseracing industry. • An interest in the charitable and voluntary sector. 	
CIRCUMSTANCES	<ul style="list-style-type: none"> • A full clean driving license and a car owner. 	
ANY OTHER SPECIFIC REQUIREMENT		

In addition to the above criteria the successful applicant will have the necessary skills, knowledge and experience to operate in line with Racing Welfare's Core Values, and Mission and Vision.