



Association for Cognitive Analytic Therapy

ACAT, PO Box 6793, Dorchester, DT1 9DL || 01305 263511 || www.acat.me.uk || admin@acat.me.uk

PERSON SPECIFICATION ACAT ADMINISTRATOR

SKILLS / QUALIFICATIONS REQUIRED:

Qualifications:

- An excellent standard of education - A Levels or equivalent
- High level of competence in Microsoft Office including use of spreadsheets
- Fast, accurate keyboard skills

Experience / Knowledge:

- Extensive relevant experience in a similar administrative capacity
- Experience of working in a confidential environment
- Experience of working in a not for profit, charitable organisation (desirable)

Key Skills:

- Excellent organisational and time management skills
- Ability to work accurately with meticulous attention to detail
- Excellent communication skills – both written and verbal
- Enthusiastic, well motivated and conscientious
- Ability to work on own initiative within a team
- Confidence to learn website updating (non IT level)

Personal Qualities:

- The ability to build up confident working relationships with the organisation's key staff
- Trustworthy and able to fully maintain confidentiality
- Ability to work within a team and within a committee based, collaborative organisation

Flexibility to:

- work occasionally on additional days – when workload demands – time off in lieu given
- attend ACAT's Annual Conference - staying away overnight 3 or 4 days (Wed/Thur/Fri/Sat) in the UK
- use own vehicle on ACAT business ie travel locally to meetings, conference

February 2016