



Association for Cognitive Analytic Therapy

ACAT, PO Box 6793, Dorchester, DT1 9DL || 0844 800 9496 || www.acat.me.uk || admin@acat.me.uk

PERSON SPECIFICATION ACAT JOINT 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 capacity
- Experience of servicing key organisational meetings and taking minutes
- Experience of working in a confidential environment

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 carry out role requirements on days other than the two contracted (additional days will be time in lieu or paid):

- A willingness to work flexibly on occasion
- Able to stay away from home during the Annual Conference (generally three / four days – UK – Wed/Thurs/Fri/Sat)
- Able to travel to London to attend and minute meetings (generally three / four days per year – normally Fridays)
- Able to minute evening telephone conference call meetings (from home) (approx 6 per year)
- Able to travel (very) occasionally using own vehicle on ACAT business

January 2015