OCRA

# PERSON SPECIFICATION

Job Title: Clerk to the Board of Trustees

Function: HQ, The Pavilion, Okehampton

Date Prepared: Jan 2020

| ATTRIBUTES | ESSENTIAL | DESIRABLE |
|---|---|---|
| | | |
| **Health/Physical** | Ability to attend on regular basis<br>Visual & aural acuity<br>Evening working | |
| **Experience** | IT competent user – Microsoft or equiv. Word, Outlook<br><br>Organised, methodical working<br><br>Accurate minute-taking in one or more formats for different purposes<br><br>Work with minimal supervision | Committee/Board/senior management support role/s<br><br>Charity Corporate Governance practice & procedures |
| **Skills/Knowledge (General)** | Organisational, Planning & Prioritisation skills<br>Detail conscious<br>Initiative<br>Work to deadlines/under pressure<br>Team working<br>Self-motivated | |
| **Skills/Knowledge (Specialist)** | Speedwriting/shorthand or personal system of detailed note-taking | |
| **Education & Qualifications** | Concise verbal, written & numeracy skills evidenced by educational and/or business –relevant qualifications, or equiv. experience | Current (clean) Full UK Driving Licence/other means to ensure ability to attend evening Board Meetings |
| **Interpersonal & Social** | Form & sustain constructive working relationships<br><br>Relate to a wide range of people at all levels<br><br>Self-awareness | |