

British Acupuncture Accreditation Board

PERSON SPECIFICATION

Secretary to the BAAB Accreditation Committee (AC Sec)

	Essential	Desirable
Qualifications	Qualifications in office skills including website management and publishing	Higher education qualification
Experience	<p>Working knowledge of Microsoft Office, including TEAMS, WordPress and other website and publishing platforms.</p> <p>Secretarial work, including preparing agendas, papers, taking minutes, producing professional documents, reports and correspondence, overseeing timelines and meeting deadlines, filing.</p> <p>Organising meetings, including booking rooms, arranging refreshments and managing communications.</p>	<p>Knowledge of complementary therapies in general and of acupuncture in particular</p> <p>Knowledge and experience of accreditation or other academic quality control processes</p> <p>Experience of supporting and administrating for a committee</p>
Skills & Attributes	<p>Able to work effectively from home, while maintaining communications with colleagues.</p> <p>Friendly manner, able to communicate effectively and politely.</p> <p>Excellent organisational and administrative skills.</p> <p>A team worker able to collaborate with others and maintain regard for the reputation of the organisation</p> <p>Able to prioritise own workload and meet deadlines.</p>	

The person appointed will work from home with their own office and internet facilities. Current employment by an acupuncture course provider would present a conflict of interest needing resolution if this application is successful.