

## **Assistant / Administrative Support Worker to Jamie Hale, co-CEO of Pathfinders**

- 6 hours per week by arrangement, typically worked between 1pm and 5pm Mon and Wed with occasional weekend working
- Salary: £11/hr
- Location: Remote working

### Overview

This role is to provide support for Jamie as a co-CEO of Pathfinders Neuromuscular Alliance. The successful candidate will be confident working as a personal and administrative assistant to support Jamie with areas including task, project and deadline prioritisation and management, handling emails, calendar and organisation, taking notes, making agendas, minuting and task management.

They will be capable of producing accurate and rapid key-word captions to support Jamie, who is partially deaf, in conversations where auto-captions are not accurate\*. They will be confident with Google Suite, as well as standard social media tools and basic image and video-editing tools, and able to follow clear instructions.

This is a work from home role.

The start date is 11th July 2022. There will be a probation period of 1 month. The role will initially be for a fixed term contract of a year, with potential for extension.

### Tasks

- Administrative support as required, including
  - Calendar and meeting scheduling, ensuring appropriate links are created and sent
  - Minuting meetings and supporting Jamie in disseminating minutes
  - Correspondence and note-taking
  - Taking dictation\*
  - Writing up notes into formal text
  - Booking and arranging travel
  - Proof-reading and formatting documents
  - Captioning video content
- Time and project management support including:
  - Prioritisation on a daily, weekly, monthly, and annual basis
  - Support with project and goal tracking and management
  - Ensuring deadlines are not missed across multiple workstreams
- Live-captioning for keywords in meetings where Jamie is unable to follow the speaker

### Person Specification

#### Essential

- Experience with schedule management and bookings

- Experience minute-taking in online and/or in-person meetings
- Accurate and rapid typing skills able to transcribe videos and take detailed notes or provide rough captions in meetings (typically a minimum of 70wpm)\*
- Proven ability to use own initiative to tackle problems and find solutions
- Excellent IT skills and experience of using Google Suite, including a proficiency with Docs and Sheets
- Professional communication style including telephone and email with excellent spoken and written English
- Ability to quickly and effectively understand and integrate information
- Social and interpersonal skills, including the ability to support Jamie with understanding subtext and implication in conversations and emails

#### Desirable

- Experience of social media scheduling and posting tools
- Experience of visual design tools such as Canva
- Experience working within an office or administrative role
- Experience as a d/Deaf or disabled person, or working with d/Deaf or disabled people
- Understanding of the social model of disability
- Educated to degree level

*British Sign Language Level 2 or above would be advantageous but is by no means necessary*

\*Typing rough captions in meetings where Jamie cannot follow the person speaking due to his hearing impairment is essential. Whether you do this by typing or dictating (e.g. to Dragon) into an online document, the ability to produce these captions is an occupational requirement

#### To Apply

To apply, please send a CV (max 2 sides of A4) and cover letter (max 1-2 sides of A4) which explores how your experience and skills match with the requirements in the job description to [team@cripticarts.org](mailto:team@cripticarts.org).

The application deadline is 5pm, 30th June 2022. Interviews will be held on week commencing 4th July.

If you need any support in completing your application, or would prefer to submit it in another format, please contact us at [team@cripticarts.org](mailto:team@cripticarts.org).