

How to become a... Diplomatic Executive Assistant

£20,915-£27,000 per year (incl. London living allowance)

Job Description:

Executive Assistants provide vital support for the Diplomatic Service both in London and abroad. They can be asked to draft letters to MPs and members of the public as well as handling accounts and invoices. Good ICT skills as well as commitment, drive and the ability to adapt to the range of challenges in the Diplomatic Service are vital characteristics. Applicants must be able to work as part of a team and show individual flair and initiative. You will be required to assess and prioritise your workload and handle conflicting priorities, often under pressure. Executive Assistants join the diplomatic service and will work overseas. You must be prepared to work in challenging environments where some of the most important foreign policy issues are happening.



Personal Competencies

Flexible & ability to adapt
Commitment & drive
Use initiative
Team worker
Highly literate
Happy to travel all over the world for set lengths of time
Second language — ideal

For more information try visiting:
Connexions-direct.com/jobs4u
www.fco.gov.uk/en/about-us/working-for-us
www.civilservice.gov.uk/jobs/FastStream

Training and Qualifications

You must be a British citizen and have been resident in the UK for at least 2 out of the last 10 years. You must also pass the Baseline Personnel Security Standard and Developed Vetting. All applicants must have 5 GCSEs at A*-C or equivalent including maths and English language. For Faststream graduate entry you must have a 2:2 or higher in any subject.

Martin studied the Advanced Diploma in Public Services as he wanted the chance to explore a wide sector of work that progressing his previous Spanish GCSE.

For his ASL Martin took an A-Level in Spanish which worked well with his placement with a translator for the police force. Towards the end of his Diploma Martin's careers advisor told him about the Diplomatic Service.

Keen to be earning and working his up the career ladder Martin applied in the annual applications for an executive assistant role.

At his interview he spoke confidently about situations where he had demonstrated good team work in his Diploma as well as thinking of 'out-of-the-box' solutions to problems. He presented a portfolio of the best parts of his studies to show his writing and communication skills. Being able to discuss his ASL and talked about summer jobs at his local council working as part of an admin team to process data Martin clearly established that he had the skills needed. Martin knows that starting as non-graduate will be a longer road but feels this will be the better way for him. He got the job and is planning a long career with the Diplomatic Service.