

JOB DESCRIPTION

POST:	Personal Assistant to the Chief Executive Officer
HOURS:	18.75 hours per week (exact days and times to be discussed)
LOCATION :	Dewsbury, Head Office
ACCOUNTABLE TO:	Chief Executive Officer
DURATION:	Permanent
PAY:	£22,000 FTE

This post and annual salary review, are subject to annual performance appraisal.

OVERALL PURPOSE:

The postholder will provide professional and wide-ranging PA support to the Chief Executive Officer and secretarial support to the Chair and Board of Trustees.

This role will require providing confidential administrative support to the CEO, including diary management, note/minute taking, action monitoring, report reviewing and data analysis.

The postholder will work in conjunction with other Head Office colleagues, and will assist in the development of the organisation as appropriate.

Key Tasks:

1. To provide administrative support to the CEO in managing diary, organisation of meetings and the preparation and maintenance of confidential documents and files
2. Provide support to the CEO in prioritisation of workload, and responding appropriately to, and filtering requests on their behalf.
3. Provide administrative support through procurement and tendering processes
4. Provide administrative support to the Chair of Trustees, including organisation of meetings, preparation of agendas, minutes and papers, sourcing refreshments/catering.
5. Taking minutes at full Trustee Board Meetings and Sub-Group Meetings
6. Organise attendance at external meetings, conferences and events, including booking travel and accommodation as needed.
7. Responsible for the maintenance and distribution of the organisation's policy files
8. Analyse and provide reports to the CEO on data provided from the organisation's services.
9. To produce briefing papers, reports and presentations as required.

Administration, Monitoring & Evaluation

10. To maintain satisfactory records and administration systems and contribute to the efficient running of the service.
11. To record inputs, outputs and outcomes in accordance with organisational procedures.
12. To actively participate in and contribute to team meetings, supervision sessions and staff appraisals as arranged.

Accountability

13. To seek guidance and support from management staff.
14. To record movements in office diary

Working with others

Internal

15. To attend team meetings & planning meetings with colleagues.
16. To induct and support students, volunteers and new staff including providing shadowing opportunities.

External

17. To liaise with service providers and others engaged in working with carers as part of the advocacy role.
18. To develop good working relationships with other agencies and with referrers.

Project Development

19. To contribute to the development of operational and administrative policies, practices and procedures of Cloverleaf Advocacy.
20. To publicise and promote the work of the organisation as requested.

All staff have a collective responsibility towards the effective running of Cloverleaf Advocacy. As such, new tasks and duties may develop in the light of experience, which may be allocated where reasonable, after discussion with the post holder.

Person Specification for Personal Assistant to Chief Executive Officer

Essential Requirements:

1. Genuine commitment to the values and ethos of Cloverleaf Advocacy.
2. Experience of working in a comparable role.
3. Ability to work with and maintain confidential information.
4. Excellent communication skills (in person and written).
5. Ability to effectively manage and prioritise a complex workload and meet deadlines.
6. Strong attention to detail.
7. Highly competent IT skills across Microsoft packages and other systems.
8. Experience of taking accurate minutes.
9. Demonstrable level of numeracy and ability to understand and analyse statistical information.
10. Successful track record of working with internal and external stakeholders at senior management and trustee level.
11. Demonstrable experience in producing high quality, professional communications
12. Ability to edit accurately and proof read.
13. Demonstrable experience of researching, collating and writing information and briefing reports.
14. Ability to work flexibly including occasional evenings as needed

Desirable Requirements:

15. Understanding of charity governance and administration
16. Understanding of accessible information requirements
17. Driving licence and access to vehicle for work purposes

IMPORTANT!

*When completing your application, please respond to all the 'Essential' points of the person specification **in numerical order** and any of the 'Desirable' points that you meet. Failure to do so will significantly reduce your chances of being invited to interview stage.*