Personal Assistant to the Executive Team

Job Description

Title: Personal Assistant
Hours: 37 per week - will consider flexible or part-time working arrangements for the right candidate to a minimum of 30 hours per week
Salary: £20,000 to £25,000 per annum
Reporting to: Chief Operating Officer
Accountable to: Executive Team

Overall Purpose of Job

To provide an effective and efficient administration service to the Executive Team, including assisting with both day to day tasks and specialist projects when required.

Roles and Responsibilities

Diary and Workload Management

- Maintaining the electronic diaries of the Executive Team (Chief Executive, Chief Operating Officer and Quality Assurance Manager), ensuring relevant parties are aware of when meetings and visits are booked.
- Prioritising and filtering general information, queries and post for the Executive Team.
- Handling and forwarding email messages and telephone calls as necessary.
- Assisting the Executive Team in the management of their workloads, for example: supporting them with forward planning; flagging items for their attention sufficiently in advance; compiling and monitoring action logs; preparing responses; and drafting reports.

Organisation and Administration of Meetings

- Scheduling meetings on behalf of the Executive Team and Board, including making room bookings, liaising with outside organisations to organise dates and times.
- Preparing and circulating agendas for meetings to all parties sufficiently in advance of the meetings.
- Coordinating, drafting and circulating correspondence and papers for board and committee meetings and ensuring they are appropriate and timely.
• Prompting relevant parties for reports and other requirements sufficiently in advance.
• Setting up equipment and refreshments for the meetings.
• Taking detailed minutes of the meetings and circulating these to relevant parties once complete.

General Administration and Duties
• Recording and filtering messages and queries in an effective way to be passed onto the Executive Team members or dealt with directly as appropriate.
• Typing up documentation and notes on behalf of the Executive Team members.
• Preparing presentations on behalf of the Executive Team members.
• Preparing mail merge correspondence and labels from several databases as required.
• Maintaining and improving the electronic filing system.
• Maintaining the security of documents and records, in accordance with the Data Protection Act.
• Assisting in responding to requests for information.
• Acting as the first point of contact for Board members regarding general enquiries.
• Organising the administration of tender submissions and grant opportunities.
• Preparing for and responding to requests in relation to inspections, internal audits and surveys.
• Support and coordination of Quality Assurance and Incident report follow-ups.
• Providing administrative support in the development and implementation of Policy updates.
• Liaising with other team members as necessary with regards to Health and Safety issues.
• Supporting the CEO in a Carers Trust representative role, liaising with other network partners.
• Working closely with the Executive Assistant and Senior Customer Services Advisor to provide continuous support.
• Opening and sorting the post, recording cheques received for use by Finance.

IT IS IMPERATIVE THAT EQUAL OPPORTUNITY PRINCIPLES AND CONFIDENTIALITY BE RESPECTED AT ALL TIMES.