

## Job Description

**Job title:** PA to Chief Executive/Administrator

**Scale:** £24,000

**Hours:** 37 per week

**Responsible to:** Chief Executive

### **Main purposes of the post**

To provide efficient and effective administrative support to Chief Executive, Board of Trustees and Freeva services.

### **Main duties**

#### **Personal Assistant to the Chief Executive**

1. To provide confidential executive personal assistance to the Chief Executive Officer including managing diary and emails and secretarial support to the Chairperson and Board of Trustees.
2. To support the Chief Executive in administration of governance systems and processes within the organisation and to undertake office responsibilities as required.
3. Be able to communicate effectively with board members, Senior Leadership team and across all teams.
4. To attend and have proactive organisation and management of internal and external meetings including minute taking, reporting, briefings, and presentations.
5. Liaising with a wide variety of stakeholders both internally and externally.
6. Undertake ad-hoc projects and research to support work on key strategic and operational issues.
7. Working with the Senior Management Team to ensure the Health and Safety of all staff, volunteers and visitors to Freeva, including ensuring fire safety and first aid training and procedures are in place and updated.
8. To support the Chief Executive to ensure policies and procedures are reviewed and updated on regular basis.

#### **2. Administration**

- a) Manage the office on a day-to-day basis, including dealing with all business calls.
- b) Co-ordinate with the daily sorting, distributing and collection of incoming and outgoing mail and electronic communications.
- c) Maintain an efficient system of stock keeping and reordering in relation to the materials required by Freeva.
- d) Maintain a booking system for use of Freeva equipment.
- e) Taking and distributing of minutes from internal Freeva meetings.

- f) To assist with the booking of rooms and ensure refreshments are provided.
- g) To ensure IT support is provided to the Project including supporting with updating of the website.
- h) Input data onto a database and prepare monitoring reports.
- i) Liaises with contractors and site visitors
- j) Support with general Human Resources and recruitment duties, including undertaking DBS checks and obtaining references.
- k) Support with tasks related to external training delivered.
- l) Supporting Freeva services with administrative tasks.
- m) To undertake such other duties as may be required by the trustees or Management team from time to time, but which will be consistent with the role

<b>Person Specification</b>
-----------------------------

Area	Criteria	How assessed
<b>Education &amp; training</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ G.C.S.E grade (C) or above in Maths &amp; English (or equivalent)</li> <li>▪ Word processing, spreadsheet and database experience</li> </ul>	<p>Application</p> <p>Application/Test</p>
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Word processing, spreadsheet and database qualifications (e.g. CLAIT)</li> </ul>	<p>Application</p>
<b>Work Experience</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ A minimum of two years work experience of performing PA/ administrative duties within an office environment.</li> <li>▪ Customer service experience.</li> </ul>	<p>Application</p>
	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>▪ Experience and knowledge of the voluntary sector.</li> </ul>	<p>Application/Interview</p>
<b>Personal Attributes</b>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>▪ Motivated and enthusiastic</li> <li>▪ Completely reliable</li> <li>▪ Excellent timekeeping</li> <li>▪ Completer-finisher</li> <li>▪ Excellent organisational skills</li> <li>▪ Polite and courteous manner with advanced customer service skills</li> <li>▪ Ability to plan ahead and trouble shoot</li> <li>▪ Good, professional communication skills, both verbal and written</li> <li>▪ Ability to arrange meetings</li> <li>▪ Ability to take minutes</li> <li>▪ Able to work on own initiative, to be proactive and take responsibility for actions</li> <li>▪ Ability to update websites</li> <li>▪ Confidential manner and discreet personality</li> <li>▪ Willingness to work flexibly, as and when required</li> <li>▪ Ability to recognise discrimination, in its various forms, and to take appropriate action</li> </ul>	<p>Interview</p> <p>Application/Test</p> <p>Application</p> <p>Application/Interview</p> <p>Application</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p> <p>Application/Interview</p>

**IT skills**

***Desirable***

- Events administration

***Essential***

- Proficient user of Microsoft Office Application/Test applications, including Word, PowerPoint and Excel
- A competent user of Email and Internet Application/Test