

Job Title:	Personal Assistant to CEO and Directors
Reports to:	Director of Resources
Location:	Currently Exeter main office
Hours:	Part-time - 0.6fte (21 hours 45 minutes per week)
Salary:	£21,074 fte (actual salary £12,644)

Job Purpose:

To provide the Chief Executive and Directors with a top quality PA service. This includes admin support for the HR function and the Board of Trustees

Principle Duties and Responsibilities:

Personal Assistant to the Chief Executive and Directors

- acting as a first point of contact: dealing with correspondence and phone calls
- managing diaries and organising meetings and appointments, controlling access to the CE/Directors
- booking and arranging travel, transport and accommodation
- organising meetings, booking venues, preparing agenda's and papers, taking minutes
- reminding of important tasks and deadlines
- typing, compiling and preparing reports, presentations and correspondence
- managing databases and filing systems
- implementing and maintaining procedures/administrative systems
- liaising with staff, suppliers and clients
- collating and filing expenses

Support to the Board

- Support, attend & minute Board and Committee meetings, including preparation and distribution of supporting material.
- Support organisation of the Annual General Meeting, ensuring that paperwork, timings and processes (including voting) are compliant with the constitution of Devon Communities Together
- Provide support to help ensure that annual returns and reporting to Companies House and the Charity Commission are submitted in a timely and accurate manner
- Maintain a register of present and past directors and inform Companies House of any significant changes in the company's structure or management

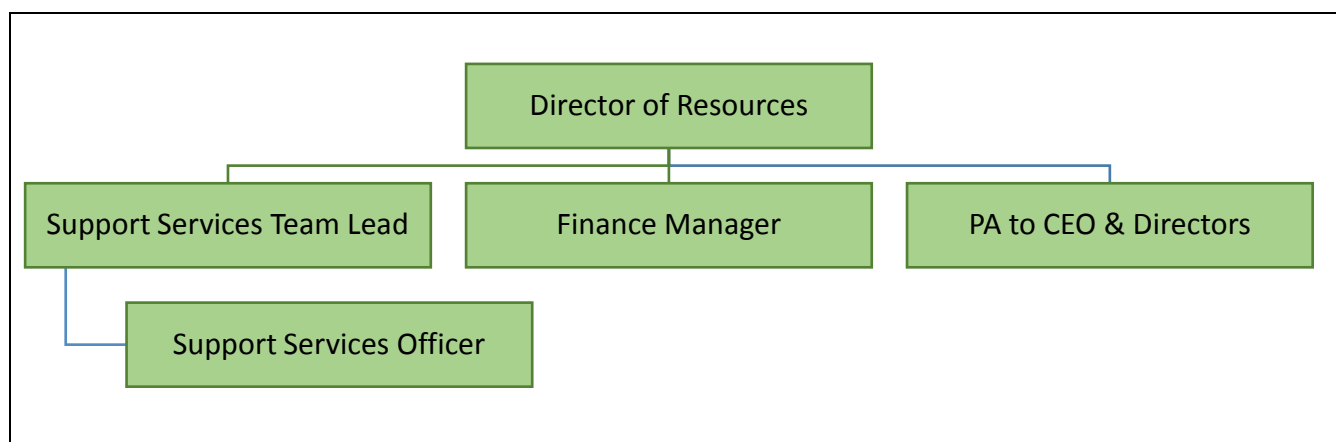
Support for the HR function

- Providing admin support for the Director of Resources who has overall responsibility for HR, and to other line managers, including:
 - Recruitment - placing adverts, receiving applications, arranging interviews
 - Maintaining HR records, including updating personal information and maintaining absence records
 - Maintaining overview of policies and practices review cycle

Other duties

- Carry out any other duties as reasonably requested by the Board, CEO, Directors, Senior Management Team or other colleagues.
- Undertake training where appropriate

Structure Chart:



Person Specification:

Attribute	Essential	Desirable	Method of Assessment
Key Skills	<ul style="list-style-type: none"> Discretion and trustworthiness: you will often be party of confidential information Flexibility and adaptability Good oral and written communication skills Strong organisational skills and the ability to multitask The ability to be proactive and take the initiative Tact and diplomacy Communication skills A knowledge of standard software packages and the ability to learn company-specific software if required. 		Application form, references and interview
Experience	<ul style="list-style-type: none"> Experience in a busy office with a strong customer-service approach Experience of producing reports and correspondence Experience of providing PA or similar support at management level Minute taking and production 	<ul style="list-style-type: none"> Experience of HR function and processes Experience of analysing and presenting management information data 	Application form, references and interview
Practical Skills	<ul style="list-style-type: none"> Highly organised and efficient approach to work Able to multi-task and respond positively to competing workloads 	<ul style="list-style-type: none"> An appreciation of the issues affecting charities or the not-for-profit sector 	Application form, references, interview and practical test

	<ul style="list-style-type: none"> • Good interpersonal skills and a confident and professional telephone manner 		
Education and Training	<ul style="list-style-type: none"> • 5 GCSE's (or equivalent) at grade C or above, including English & Maths 	<ul style="list-style-type: none"> • Level 2 (or equivalent) qualification in ICT 	Application form & qualification certificates
Specialist Knowledge	<ul style="list-style-type: none"> • Confident & proficient in the use of Word, Excel, PowerPoint and Outlook • Ability to word process/input data quickly and accurately 	<ul style="list-style-type: none"> • Experience of the Charity sector, either in our outside of work • Understanding of HR administration 	Application form, references and interview
Personal Attributes	<ul style="list-style-type: none"> • Integrity and absolute discretion • Flexible approach to problem solving • Tactful and sensitive to others • A consistent friendly, open and welcoming approach • Ability to manage own workload • Ability to work independently and as part of a team • Flexible, adaptable and willing to learn • Able to relate well to a wide range of people from a variety of different settings and organisations 		Application form, references and interview
Equal Opportunities	<ul style="list-style-type: none"> • Sound understanding of and commitment to the principles of equality & diversity 		Application form, references and interview