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**JOB DESCRIPTION**

**Job Title:** Personal Assistant (PA)

**Accountable and Responsible to:** TheChief Executive Officer

**Based at:** Rothesay Court Head Office

**Hours of Work**: 20 hours

**Principal Objectives:**

Your main responsibilities will be to provide administrative support to the Chief Executive Officer. You will possess excellent administrative and organisational skills.

**Tasks and Responsibilities;**

As a PA, you will often be the first point of contact with people from both inside and outside the organisation. Tasks will include:

* Supporting the Chief Executive Officer to ensure priorities and deadlines are met,
* Maintain the Chief Executive Officer’s diary arrangements, establishing the best management of day to day appointments to ensure effective use of available time.
* Screening phone calls, enquiries and requests, and handling them when appropriate.
* Dealing with incoming emails and post, often corresponding on behalf of the Chief Executive Officer.
* Organise internal and external meetings (e.g. as 1-1’s / finance / health & safety / appraisals), functions and appointments and provide ongoing human resources administration support.
* Ensure the Chief Executive Officer has all the necessary documents.
* Manage & maintain board meeting files / packs in an orderly manner.
* Assist with recruitment of Trustees and senior roles (DBS checks / training / induction & ongoing paperwork).
* Assist with the recruitment and induction of Volunteers
* Meeting and greeting visitors at all levels of seniority.
* Liaising with clients where necessary.

**Administration**

* Producing documents, briefing papers, reports and presentations as required by the Chief Executive Officer.
* Assist with quotes / purchase orders for the Chief Executive Officer as requested and any other admin paperwork as needed.
* Take minutes of relevant meetings.
* Keep computerised filing systems and office-based files up to date and in an organised manner.

**Development & Training**

* To actively attend and take part in staff meetings, both one to one and team.
* To be proactive in your annual appraisal, ensuring your everyday attitude and behaviour befits the values and expectations of the company.
* Commitment to be an ambassador for our Charity, representing Gingerbread at external meetings, conferences, events and functions as required.
* To investigate training opportunities and attend appropriate training/workshops/ seminars to further personal development within the organisation.
* To take ownership of Gingerbread’s Values, working to the good behaviours, improving your competences, learning and developing yourself to meet the requirements.
* High level of commitment, showing adaptability and ability to change.
* Ability to work harmoniously with staff and colleagues in line with our equal opportunities policy.

**Other Duties**

* To act as a positive role model for others.
* To carry out other tasks and duties as may reasonably be requested by the Chief Executive Officer and/or the Management Committee/ Trustees from time to time.
* To abide by the code of conduct and to follow the policies and procedures within the company handbook.

**Person Specification**

* IT literate.
* Excellent eye for detail.
* Good communication skills.
* Ability to demonstrate initiative, self-motivation and resourcefulness.
* Ability to liaise in a professional manner with other agencies/businesses and to work in a positive way.
* High level of commitment, showing adaptability and ability to manage change.
* Ability to work harmoniously with the Chief Executive Officer and colleagues in line with our equal opportunities policy.

**Benefits**

* Salary £10.23 per hour
* 20 days’ annual leave + bank holidays (Pro Rata)
* Flexi-time system in agreement with the Chief Executive Officer
* Free Health Care Scheme
* 5% Employee Pension Contribution