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| Carers Leeds logo | CARERS LEEDS JOB SPECIFICATION |

**Job Title:** Executive Assistant/PA

**Hours:** Part Time (21 hours per week)

**Line Manager:** CEO

**Location:** Leeds

**Status:** Permanent (subject to funding)

**Purpose of the Job:** This post is responsible for support to the Chief Executive, Senior Management Team and Board of Trustees.

**Main Responsibilities:**

1. PA support to the Chief Executive
   1. Diary management
   2. Correspondence (email, post, telephone and social media)
   3. Meeting planning and preparation
   4. Report preparation
   5. Organising travel and accommodation
2. Support to the senior management team (SMT)
   1. Report preparation
   2. Collating data for reports using our database
   3. Support with presentations and meetings
3. Support to the Board of Trustees
   1. Acting as the main point of contact for the Board
   2. Meeting preparation
   3. Minute taking
   4. Agenda preparation

**Person Specification:**

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| **Knowledge and Understanding** | **Essential or Desirable** |
| Qualified up to GCSE level, grade C, in Maths and English  Minimum of 2 years’ experience of office administration  Experience of PA work for senior managers  Experience of minute taking  Experience of working with the Board of Trustees  An understanding of the Third/Voluntary Sector  Line management experience | E  E  E  E  E D  D |
| **Skills and Competency** |  |
| High level organisational skills  Arranging/coordinating meetings and events  Excellent communication skills  Report writing and presenting  Working with IT databases  Working with Microsoft Office  Analysing and collating data | E  E  E  E  E  E  E |
| **Behaviour and Personal Attributes** |  |
| Commitment to maintain confidentiality  High levels of discretion  Tact and diplomacy  Strong attention to detail/accuracy  High levels of initiative and proactivity  Methodical  Courteous and polite  Patient  Flexible approach  “Can do” attitude  Good team player | E  E  E  E  E  E  E  E  E  E  E |