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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 EnglishMinimum of 2 years’ experience of office administrationExperience of PA work for senior managersExperience of minute taking Experience of working with the Board of TrusteesAn understanding of the Third/Voluntary SectorLine management experience | EEEEEDD |
| **Skills and Competency** |  |
| High level organisational skills Arranging/coordinating meetings and events Excellent communication skillsReport writing and presentingWorking with IT databases Working with Microsoft OfficeAnalysing and collating data | EEEEEEE |
| **Behaviour and Personal Attributes** |  |
| Commitment to maintain confidentialityHigh levels of discretion Tact and diplomacyStrong attention to detail/accuracyHigh levels of initiative and proactivityMethodicalCourteous and politePatientFlexible approach“Can do” attitudeGood team player | EEEEEEEEEEE |