



## **JOB DESCRIPTION**

**POST:** Executive Assistant to the CEO

**LOCATION:** Ilkeston, Derbyshire

**RESPONSIBLE TO:** Chief Executive Officer

### **JOB PURPOSE:**

To provide a highly professional and wide-ranging executive PA and administration support service to the Chief Executive Officer (CEO) and Trustees.

To directly support the CEO with relevant administration activity, providing secretariat and planning support to executive and trustee board meetings, as well as sub-committees, as required.

To be the senior EA and oversee deployment of the administration and support team in the head office, ensuring it functions effectively and efficiently in supporting the full Executive team.

To lead on ad-hoc projects as requested by the CEO and Chair as required.

### **KEY RESPONSIBILITIES**

#### **Executive-level administrative support**

- 1) To act as first point of contact for the CEO and Chair within the charity, proactively and promptly reviewing and tracking incoming enquiries such as emails, invitations, complaints and correspondence and responding directly, delegating to colleagues, or advising on responses to the CEO and Chair, providing clarity of outcome / actions and ensuring these are followed to resolution in a professional manner.
- 2) To diaries for the CEO making necessary travel, meeting and other arrangements for appointments.
- 3) To make administrative arrangements and the planning for internal and external meetings and conferences and attend as necessary, operating a system to ensure the CEO and Chair (where required) are fully briefed for meetings, including recommending solutions where appropriate.
- 4) To provide high-level secretariat support to key internal and external meetings involving the CEO and Chair, including preparing agendas, co-ordinating or writing papers, producing minutes, and ensuring follow-up actions are progressed.

- 5) To liaise with external bodies with which the CEO and Chair require representation and are involved as required.
- 6) To ensure the effective operation of the CEO and Chair's offices
- 7) To prepare correspondence, reports, memos and presentation material as required, noting the need for accessibility in all documentation from all sources.

### **Governance Support**

- 8) To work with the Company Secretary and support this role where required in carrying out secretariat duties for the Executive team and Trustee Board and Trustee sub-Committees as required, this includes:
  - a. Working with respective executive directors to prepare agendas and relevant papers.
  - b. Ensuring the timely distribution of board papers in formats appropriate for the readership.
  - c. Taking minutes of the meetings and recording and monitoring the actions agreed at meetings.
  - d. Support the Chair of Trustees and the Chief Executive in forward planning for all Trustee and Executive team meetings and evaluating Trustee and Executive team's performance to ensure continued effectiveness.
- 9) To provide high level administrative support which may include assisting with:
  - a. Liaison with trustees in relation to their induction and governance activities.
  - b. Arranging the annual general meeting, and any other general meetings as required throughout the year, ensuring proper records are taken and maintained.
  - c. Maintaining a register of declared interest, ensuring that annual reminders for declarations are sent out to members and staff of the charity and
  - d. Taking the lead role in overseeing work directly commissioned by the Executive team and Trustee board.

### **Other areas of responsibility**

- 10) Shared processes & resources are fit for purpose.
- 11) To undertake specific areas of responsibility and special projects as required to support the CEO and Chair;

- 12) To undertake other such tasks as may be necessary to ensure the smooth administration of the respective.
- 13) To undertake any other reasonable duties as requested.

### **Delivering Equality**

- 14) Foster the equality, diversity and rights of others by ensuring people are respected and valued as individuals.
- 15) Promote the rights and needs of people who use P3 services in the community.
- 16) Work within the framework of P3's equality and diversity policy at all times.

### **Other**

- 17) Undertake such other duties appropriate to your role, as may be required from time to time.
- 18) Undertake all duties in accordance with all P3 policies and work towards their continuing development and implementation.
- 19) The employee may on occasions, and in necessary circumstances, be called upon to undertake work in other locations in order to ensure P3's commitments to clients are fulfilled.
- 20) Undertake development activities as necessary and appropriate to the role.

All job descriptions are subject to periodic review.

This job description covers the range of duties required. It is P3 policy to, wherever possible, reach agreement on changes, however if this is not possible, P3 reserves the right to change the job description in line with the needs of the organisation.

**P3  
PERSON SPECIFICATION**

**Executive Assistant to the CEO**

	<b>Essential</b>	<b>Desirable</b>
<p><b>Values</b> A genuine and demonstrable commitment to the values and ethos of P3;</p> <ul style="list-style-type: none"> <li>• A successful track-record of working in a comparable senior role in a large and/or complex organisation.</li> <li>• A successful track record of working with senior internal and external stakeholders at director and trustee level.</li> <li>• Demonstrable experience in producing high quality professional communications, especially accurate editing and proof-reading.</li> <li>• Demonstrable experience of researching, collating and writing briefing materials and management information reports.</li> <li>• Experience of overseeing and mentoring other employees/volunteers.</li> <li>• To be able to work flexibly, occasionally having to work early or late and be away for occasional meetings/events as required to fulfil the demands of the role.</li> <li>• Sound experience of establishing positive and productive relationships at senior level within organisations and having the tact and diplomacy to ensure these are maintained effectively.</li> <li>• Sound understanding of accessible information and documents and data management would be advantageous.</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
<p><b>Key Competencies and Skills</b></p> <ul style="list-style-type: none"> <li>• A self-starter, capable of acting on own initiative and proactively managing competing demands and pressures and able to multi-task effectively.</li> <li>• Must be able to work collaboratively, with a range of colleagues in the wider organisation, as well as with external stakeholders.</li> <li>• Excellent interpersonal, diplomatic, oral communication skills.</li> <li>• Demonstrable level of numeracy and ability to analyse</li> </ul>	<p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p> <p style="text-align: center;">✓</p>	

<p>statistical and financial data.</p> <ul style="list-style-type: none"> <li>• Confidence in working with senior internal and external stakeholders at director and trustee level.</li> <li>• Well placed sense of judgement and political skills, able to exercise absolute discretion and confidentiality.</li> <li>• Evidence of an ability to “think outside the box” and generate and implement creative solutions.</li> <li>• To be able to work with versatility, meeting unexpected, very tight deadlines on occasion, being able to prioritise as required and able to work autonomously.</li> <li>• To have strong attention to detail.</li> <li>• To have highly competent IT skills across standard Microsoft packages.</li> <li>• To have highly competent note-taking and typing capability.</li> <li>• To have experience of taking minutes and circulating meeting papers.</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Experience</b> Able to demonstrate experience of:</p> <ul style="list-style-type: none"> <li>• Professional experience of researching, preparing and presenting papers and reports.</li> <li>• Partnership and networking skills</li> <li>• Proven track record in working effectively with diverse internal and external groups.</li> <li>• Project management</li> </ul>	<p>✓</p> <p>✓</p> <p>✓</p>	<p>✓</p>
<p><b>Knowledge and Understanding</b></p> <ul style="list-style-type: none"> <li>• Must have some understanding of the political and social context within which voluntary organisations provide social care services</li> <li>• Understanding of the support and political issues affecting people from a wide range of communities.</li> </ul>	<p>✓</p>	<p>✓</p>
<p><b>Qualifications</b></p>		

<ul style="list-style-type: none"> <li>• There must be substantial evidence of commitment to personal and career development relevant to the post.</li> <li>• NVQ/QCF Competencies at level 4</li> <li>• Full driving licence</li> </ul>	<p style="text-align: center;">✓</p>   <p style="text-align: center;">✓</p>	<p style="text-align: center;">✓</p>
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