

## Job Description

**Job Title:** PA to CEO

**Salary Scale:** £20,456 per annum

**Hours:** 37 hours per week

**Reporting to** CEO

**Functional**

**Relationships with:** HR & Governance Administrator, Senior Management Team, Board of Trustees, Chair of Trustees

**Responsible for:** No line management responsibilities

**Job Purpose:**

- To provide administrative support to the CEO and support the smooth running of the office

**Key Responsibilities:**

1. To provide administrative support the CEO, including:
  - Coordinating, servicing and minuting meetings, including preparation of papers.
  - Supporting with email, telephone and formal written communications with carers, members, partner organisations and VIPs.
  - Managing the CEO's diary and liaising with key partners
  - Filing and maintenance of electronic and paper records and Resources.
  - To develop, maintain and review administration systems to achieve maximum efficiency.
2. To support the organisation's HR & Governance administration in the HR & Governance Administrator's absence, or at busy times.
3. Liaise with contractors and the Landlord on a day to day basis on the CEO's behalf.
4. To coordinate internal meetings including staff meetings.
5. To collate formal reports and presentation materials.

## **General**

1. Carry out all the above with an understanding of and commitment to Equal Opportunities.
2. Actively participate in staff meetings, own supervision, training and appraisal.
3. Act at all times in accordance with Care for the Carers' policies and procedures and in a way that will enhance the organisation's reputation.
4. Carry out other duties commensurate with the level of the post, as directed by the CEO.

This Job Description will be amended and updated in consultation with the post holder.

March 2017