

Job Description

Job Title: P.A. to Chief Executive

Department: Chief Executive Office

Vista's Values:

- We care about people
- We are not afraid to change
- We listen and learn
- We are open and honest
- We work best as a team
- We are proud of Vista

Primary Objectives: To support the Chief Executive providing administrative and secretarial support.

To coordinate the smooth day-to-day running of head office.

1. Main Responsibilities

- 2.1 Management of the Chief Executive's diary, including pro-active action to prepare for meetings and appointments;
- 2.2 Scheduling and organising internal and external meetings;
- 2.3 Preparing documents including reports and agenda and taking minutes;
- 2.4 Monitoring and maintaining Action Logs to ensure timely resolution;
- 2.4 Liaising with Board members, employees and members of the general public
- 2.5 Internal and external project and event co-ordination;
- 2.6 Oversee and ensure smooth running of the head office.

2. Key Activities

- 3.1 Organise and schedule internal and external meetings whether face-to-face or virtual including securing venues etc. where relevant
- 3.2 Prepare meeting agendas, collate papers, perform research for meetings and take minutes
- 3.3 Maintain and monitor action logs
- 3.4 Manage the Chief Executive's correspondence and diary and coordinate diaries across the Leadership Team
- 3.5 Communicate with Board Members, schedule Board Meetings, and arrange meeting agendas and papers
- 3.6 Liaise with third parties and visitors
- 3.7 Project and event coordination
- 3.8 Book business travel arrangements
- 3.9 Oversee the smooth day-to-day running of the head office, including:
 - 3.9.1 Managing and supporting volunteers
 - 3.9.2 Ensuring cover for reception and incoming telephone calls
 - 3.9.3 Preparing meeting rooms and booking/arranging refreshments
 - 3.9.4 Checking and ordering supplies
 - 3.9.5 Supporting new-starter induction
- 3.10 Support internal communications
- 3.11 Prepare and deliver monthly reports
- 3.12 Coordinate with other administrative staff to arrange holiday cover and provide mutual support

3.13 Champion Vista's Values.

Prepared By: SH

Date: September 2020

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Person Specification

Criteria	Essential	Desirable	Assessment Method A application I interview T testing
Qualifications			
GCSE or equivalent English	X		A
GCSE or equivalent Maths	X		A
HND Administration, Business, Management or Secretarial Studies		X	A
IAM Level 3 Professional PA and Administration Skills		X	A
Experience and Knowledge			
Office 365	X		A/T
Business software systems		X	A/T
Relevant experience in an SME or equivalent*	X		A
Experience in third sector		X	A

Criteria	Essential	Desirable	Assessment Method A application I interview T testing
Experience of handing and responding to complaints		X	A/I
Experience of managing and supporting volunteers.		X	A
Skills and abilities			
Excellent interpersonal skills	X		I
Excellent written and oral communication skills to communicate effectively with different audiences.	X		I/T
Ability to work under pressure	X		I
Good organisational and time management skills	X		I/T
Ability to prioritise, adapt and work on own initiative	X		I
Attention to detail	X		I/T
Personal Qualities			
Honest	X		I
Reliable	X		I
Discrete and understands confidentiality	X		I
Flexible and proactive	X		I
Patient and Diplomatic	X		I/T
Personal passion for making a difference	X		A/I



* The length of experience isn't specified as it may be that a candidate has only been employed for a relatively short period of time but during that period of time he or she may have had extensive experience compared with a candidate who may have had many years' experience in a limited role. However, no fewer than 2 years' is probably reasonable.