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| **Job title:** | Personal Assistant to the Senior Management Team |
| **Annual salary:** | £16,189.91 pro rata (FTE £26,623.40) |
| **Hours:**  **Contract:** | 22.5 hours per week  1-year fixed term (with the potential to make permanent subject to funding) |
| **Job location:** | Woodlands, Lower Bristol Road Bath, BA2 9ES (With some flexibility for remote working in line with the role requirements) |
| **Responsible to:** | Chief Executive Officer (CEO) |

## The role

The role of Personal Assistant (PA) to the Senior Management Team (SMT) is crucial, as it plays a key role in enhancing the capacity of SMT to accomplish our mission. Our mission is to provide support for thousands of unpaid carers, enabling them to gain recognition, receive support, and maintain control over their caregiving responsibilities

The postholder will gain insights from across the organisation and will have a varied and interesting workload. This new role requires someone who is confident, highly organised, with a keen eye for detail in this busy and varied position.

## About you

You will have previous demonstrable skills of working as a PA to a busy senior leader.

You will have excellent written and verbal communication skills in addition to intermediate or advanced Microsoft Office skills. You will be used to working on your own initiative and within agreed deadlines.

## About us

The Carers’ Centre is a local independent charity with a big vision! We want to live in a community where unpaid carers are fully recognised, valued, and supported. By joining The Carers’ Centre, you are joining a team dedicated to helping families across Bath and North East Somerset when they need us most.

We provide trusted information, advice, and support to unpaid carers of all ages, enabling them to maintain or improve their health and wellbeing, stay in control of their caring role, and get connected with others in a similar situation to them. In addition, we work with the wider community to improve recognition and support for unpaid carers.

We are committed to safeguarding and promoting the welfare of children/young people and vulnerable adults and expect all staff and volunteers to share this commitment. All applicants are subject to a satisfactory Disclosure and Barring Service check and at least two independent references.

We are committed to providing services that embrace diversity and promote equality of opportunity.

## Why join us?

* We want our employees to have more control over their work/life balance, that’s why we offer flexible start and finish times, as well as the ability to enjoy our beautiful riverside office which come with free parking, and to work from the comfort of your home.
* With work/life balance in mind and the many caring roles we know people can experience, we make sure our policies work for families.
* By joining The Carers’ Centre, you’ll be part of strong and dedicated team, where collaboration and support is at the heart. We’re all in this to make the world a little better.
* As a small but powerful local charity, we rely on digital innovation. You’ll have access to a large suite of digital tools to support you to make the biggest impact in your role.
* As well as all this, you will receive a 5% pension contribution, generous sickness pay, 23 days annual leave plus bank holidays and discounts through an employee discount scheme. In addition, you will also get an additional day of leave each year, for 5 years.

To apply for this exciting opportunity, read the documents below and send your Application Form to: [recruitment@banescarerscentre.org.uk](mailto:recruitment@banescarerscentre.org.uk).

If you would like an informal discussion about the role email [jacqui.orchard@banescarerscentre.org.uk](mailto:jacqui.orchard@banescarerscentre.org.uk)

# Key duties and responsibilities

**Key objectives**

* To provide PA support to the Senior Management Team (CEO, Senior Services Manager and Operations Manager).

**Executive Support**

* Manage the CEO, Senior Services Manager and Operations Manager schedules and appointments.
* Act as a primary contact point for SMT’s external stakeholders.
* Draft, proofread and edit correspondence, minutes, reports, and presentations.
* Provide administrative support to the CEO supporting governance and compliance processes.
* Deputise for the Board PA at Board Meetings.

**Communication**

* Facilitate timely and effective communication within the organisation and with external partners.
* Manage incoming communications, prioritise messages, and respond on behalf of SMT when appropriate.
* Collaborate with other team members to ensure project timelines and objectives are met.

**Administrative support**

* Organise and coordinate meetings, training days and special events.
* Maintain accurate records, files, and CRM.
* Handle confidential and sensitive information with discretion.

**Research**

* Undertake research and compile information to support decision making.
* Provide the Senior Management Team with relevant data and reports to aid in strategic planning.

# Person specification

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| **Qualifications** | **Essential** | **Desirable** |
| Good literacy and numeracy competency (including GCSE Maths and English at grade C or above), or equivalent qualifications/ experience. | Y |  |
| Relevant training or qualifications in typing, minute taking, admin  or PA work. | Y |  |
| **Professional Experience/knowledge** |  |  |
| Proven record of at least two years of working as a PA for a senior  manager. | Y |  |
| Understanding of the third sector and specifically the unpaid  carer role. |  | Y |
| **Skills and abilities** |  |  |
| Exceptional organisational and time management skills. | Y |  |
| Demonstrates an ability to understand and convey complex information. |  |  |
| Excellent interpersonal and social skills. | Y |  |
| Demonstrated proficiency in MS Office and other relevant software. | Y |  |
| **Personal attributes** |  |  |
| Interest in or open to experimenting with new digital techniques and approaches. | Y |  |
| Demonstrated ability to work independently, proactively and under own initiative. | Y |  |
| Commitment to and able to work in a way that promotes and respects equal opportunities, diversity and promotes inclusion. | Y |  |
| Role models the values of the organisation. | Y |  |
| **Other requirements** |  |  |
| Flexibility to work occasional evenings and weekends as required. | Y |  |