**Juno Women’s Aid**

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| Job Title | Personal Assistant to CEO and Senior Leadership Team |
| Responsible to | Chief Executive Officer (CEO) |
| Hours of Work | Full time, 37 hours per week over 5 days Mon- Fri 9.00-17.00 |
| Salary | NJC Scale Point 15 £23, 541 per annum (pro rata) |
| Contract | Fixed Term Contract for 12 months |
| Location | Juno Women’s Aid premises including co-location with statutory partners and community partnership locations. |
| Date Revised | June 2021 |

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| **JOB PURPOSE**  This job description may change to reflect changing requirements of the role.  Juno women’s’ Aid are looking for a skilled and adaptable administrator to relieve the CEO and members of Senior Leadership Team (SLT) of a wider range of administrative work during a busy period of expansion and change for Juno. |
| **About Juno Women’s Aid Support Staff**  Juno Women’s Aid benefits from dedicated Finance and HR teams and clerk to the Board of Trustees and their sub committees. A Communications Officer manages communications both externally and internally. A Quality and Data Manager manages service specific data requirements and quality compliance. The CEO and SLT currently do not have a PA. We are currently recruiting to a temporary Facilities Officer and Data and Quality assistant.  **Please read about Juno Women’s Aid’s wider work on our website** |

# **PRINCIPLE DUTIES AND RESPONSIBILITIES**

1. To minute and clerk for the Senior Leadership Team (weekly), Management Team (monthly) and Full Staff meetings (approximately monthly). This will include

* taking formal minutes,
* tracking and following up actions,
* liaising with the clerk to the Trustees and other committee chairs and members of SLT re: items referred to and from SLT;
* proactively drafting agenda’s using their knowledge of matters arising and the wider work and priorities of the SLT
* and minute taking and clerk for any short term project teams or other committees as they may arise.

1. Working with the CEO to manage her diary, inbox, appointments, travel and any other administrative tasks that she requires. Proactively assist the CEO to manage communications, decision tracking, and projects.
2. Within the constraints of working hours and existing workload, undertake such administrative tasks as are allocated during SLT and management team meetings relating to any matter (e.g. facilities, fundraising, communications, project management).
3. Establish good and appropriate working relationship with the wider staff team, trustees, commissioners, partners and external organisation.
4. To research and summarise complex information as required.
5. To assist the CEO in managing multiple project timelines using tools such as outlook, excel and other office 365 products.
6. To manage GDPR requirements on behalf of the CEO including processing request for access to information, and updating Data Protection Policies and Procedures with relevant colleagues across Juno Women’s Aid to ensure compliance.
7. As part of the wider Business Support team to provide cover as and when required including to the clerk to the Board of Trustees.
8. Use a variety of computer packages to produce accurate, well presented documents and reports as required. Be prepared to minute meetings, obtain authorisation, and then distribute.
9. Assist with archiving and tidying activities to create and maintain a safe working environment for all.
10. Be aware of the requirements of GDPR and other legislation, ensuring confidentiality of information in respect of records maintained and tasks undertaken.
11. To undertake appropriate in-service training as identified by self and line manager and to keep up to date with issues relating to domestic violence.
12. To comply with Juno Equal Opportunities statement of intent and practices at all times and to ensure effective implementation of anti-oppressive practice throughout the organisation.
13. To abide by the Aims and Objectives of Women’s Aid Federation England of which the organisation is a full member.
14. As required by Health and Safety at Work legislation, to take care of one’s own health and safety and that of other employees and to ensure that the organisation complies with it’s statutory duties.
15. Any other tasks/duties as requested by line manager which will fall within the general responsibility and grade of this post.

**Other:**

1. This post is subject to completion of a six-month probationary period.
2. Must be able to visit sites and work across Juno Women’s Aid sites as required.
3. Post is open to women only under the Equality Act 2010, schedule 9, part 1

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**Application:**

1. When completing the application form, please use clear examples of how your experience, ability, skills/transferable skills, meet the requirements detailed in this Person Specification below.
2. Please include examples from paid or voluntary work/activities or other 'life' experiences.
3. This information will be used as a basis for shortlisting.
4. Where you don’t meet the requirements of the post currently, please explain how you intend on doing so, for instance via training and commitment to personal development.

**Person specification – PA to the CEO and SLT**

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| **Who are we looking for?**   1. The post holder will be a self-starter who is able to learn rapidly about Juno Women’s Aid and the needs of the CEO and SLT in order to provide an effective personal assistant service. 2. Someone who enjoys both routine work and the challenge of assisting in new areas each week as dictated by the needs of the organisation and the projects being managed by Senior Leadership Team (SLT). 3. Someone who is experienced in taking minutes, following up actions from meetings, managing diaries and managing the CEO’s in box. 4. The post holder will manage requirements under GDPR for the CEO. 5. The post holder will have excellent communication, strategic planning and organisational and IT skills. 6. Someone comfortable and able to work appropriately with extremely sensitive and confidential information. 7. Someone who is comfortable with doing the full range of tasks from mundane to complex. As a medium sized organisation Juno expects all staff to work as a team and to assist each other with organisational priorities. |

**Key to Table**

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| **A** | **Application areas will be used to shortlist** |
| **I** | **Tested at Interview Stage** |
| **T** | **Test[[1]](#footnote-1)** |

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| **AREA OF RESPONSIBILITY** | REQUIREMENT | **MEASUREMENT** | | | | |
|  | **A** | **I** | **T** | **D** |
| **1 Administrative** | Attention to detail and high degree of accuracy. |  | √ | √ | √ |  |
| Ability to update, devise, and maintain manual and computerised record systems. |  | √ | √ | √ |  |
| Ability to work within strict procedural guidelines. |  | √ | √ | √ |  |
| **2. Management** | Ability to strategically plan and manage both complex and simple projects concurrently |  | √ | √ | √ |  |
| Ability to manage own workload effectively to provide the best service to Juno. |  | √ | √ | √ |  |
| 3 Communication | Ability to communicate effectively verbally and in writing including for important external contacts and in the production of minutes[[2]](#footnote-2), agenda’s etc. |  | √ | √ | √ |  |
| Ability to manage internal communication relating to the work of SLT and Management Team (ensuring the right people are informed, consulted, updated etc. at the right time). |  | √ | √ | √ |  |
| Able to grasp and present complex information in verbal and written form. |  | √ | √ | √ |  |
| **4 Confidentiality** | Ability to work in a confidential environment with a good working knowledge of GDPR and putting this into practice. |  | √ | √ | √ |  |
| **5 Teamwork** | Quickly build effective relationships with internal and external staff and contacts. |  | √ | √ |  |  |
| Work with SLT and Management Team to plan work around wider organisational objectives and operational necessity. |  | √ | √ | √ |  |
| **6 Initiative** | Ability to work on own initiative. |  | √ | √ | √ |  |
| Prioritising and organisational skills for both the post holders workload and the workload of the CEO and SLT. |  | √ | √ | √ |  |
| To seek help from colleagues in order to ensure the best outcomes. |  | √ | √ | √ |  |
| **7. Information Technology** | Ability to use information technology e.g. Word, Excel, SharePoint, databases, internet, email. Keen to learn new systems that will improve efficiently and productivity. |  | √ | √ | √ |  |
| **8 Equalities** | A commitment to Juno’s equality and diversity policy. |  | √ | √ |  |  |
| **9 Other** | A willingness and ability to attend meetings in places outside Juno[[3]](#footnote-3) |  | √ | √ |  |  |
| **10 DBS** | Must have enhanced DBS clearance |  |  |  |  | √ |

1. Test at interview will seek to test transferable skills listed in the person specification and allow you to demonstrate to us your practical skills. [↑](#footnote-ref-1)
2. It will be expected that the post holder will type minutes directly in a meeting (rather than taking handwritten notes that are written up later) in order to facilitate the rapid turnaround of minutes for weekly meetings. [↑](#footnote-ref-2)
3. The post holder is not required to have access to a car, but will need to operate and attend all relevant Juno offices and bases as needed to carry out their work. Other staff do this suing public transport. [↑](#footnote-ref-3)