



JOB DESCRIPTION

Job Title: Personal Administration Assistant

Post Holder:

Reports To: CEO

Pay: £18,700 - £22,000 to start

Location: This is an office-based role in Islington

1. JOB PURPOSE:

State concisely the overall objective of your job and basic reason for its existence in its present form

1. Provide administrative support to the CEO to allow efficient and effective senior level business operations to be executed in a systematic well recorded and organised manner.
2. Be responsible for maintaining high levels of confidentiality.
3. Deliver work of a high standard to meet Prevista corporate standards.
4. Provide executive support to the Prevista Board.

2. DIMENSIONS:

Identify:

- a) *Annual budgets which you directly control or indirectly influence*
- b) *Numbers of staff for whom you are directly accountable, if any*
- c) *Other key statistics relating to your job*

- Contribute to the achievement of Prevista's corporate objectives by providing adequate administrative support at a senior level.

3. PRINCIPAL ACCOUNTABILITIES:

Summarise in 4-8 statements the principal end results expected from your job

1. Daily meeting with CEO to agree his/her priorities.
2. CEO diary management.
3. Attending meetings and writing minutes.
4. Attending when required meetings with staff including performance meetings and taking comprehensive written minutes.
5. Reviewing the CEO in box and determining priorities.
6. Acting as a gatekeeper for CEO time, sifting out non-essential communications.

7. Enquiry Handling
8. Receive calls from external sources and clients regarding business and directing to the appropriate person.
9. Tracking priority actions that need to be completed across the business, monitoring completion, escalating where deadlines are at risk of being missed. These include key funder actions, corporate governance actions and staff development/welfare actions.
10. Board executive support – arranging meetings, preparing agendas, collating information, writing minutes.
11. Providing support for staff meetings, forums and communication events, including staff socials.
12. Maintain information on any databases, excel, project management systems as directed within the scope of the role.
13. Support the process of improvement in terms of system and process for the CEO and executive team.
14. Maintain high levels of confidentiality at all times.
15. Other duties may be required to ensure the effective running of the business.

4 **JOB CHALLENGES:**

Describe briefly the most challenging parts of your job

- Working under pressure and to tight deadlines.
- The ability to adapt to change especially with systems and processes.
- Delivering a consistently high standard of written work.
- Managing the CEO diary.
- Coordinating dairies of Board members and other senior managers.
- Gatekeeping the time of the CEO.

5 **KEY RELATIONSHIPS:**

Identify the individuals (by title) and groups with whom you have significant working relationships both inside and outside the company and indicate briefly their nature and purpose.

- Frequent communication with CEO and other staff across the business
- Communication with external parties to arrange meetings and providing relevant information.

6 DECISION MAKING AUTHORITY:

Describe the decisions you make without reference to your manager.

- Work prioritising (for regular day-to-day work) without compromising on service standards.
- After training – deciding who may meet with the CEO from speculative approaches.
- Resolving initial/ minor queries (if applicable).

7 JOB KNOWLEDGE, SKILLS & EXPERIENCE

Specify the educational background, qualifications, training and experience that are required for the job.

1. Excellent written English skills – GCSE Level A-C minimum or equivalent.
2. Good diary management skills.
3. Demonstration of excellent customer care and client relationships.
4. Commitment to enhancing the efficiency and effectiveness of self and of the CEO functions.
5. Maintenance of constructive, supportive and productive relationships with colleagues.
6. Demonstration of judgement, tact, flexibility, loyalty and commitment to the Company.
7. Effective planning of work and meeting deadlines.
8. The ability to provide accurate, well presented written work.
9. Ability to use MS word, excel, PowerPoint and Internet.
10. Commitment to Equal Opportunities, Cultural Diversity, the Safety, Health and Welfare of self and others and Sustainable Development.
11. Commitment to Prevista's Quality Assurance Standards.
12. Full contribution to effective running of Prevista.

8 ADDITIONAL INFORMATION:

Note any aspects of your job which you feel are important and which have not been covered in previous sections.

This role may require travelling in and around the London area.