

Job description

Job title: Personal Assistant
Responsible to: HOPE 08 Executive Director
Salary: £20,000-£23,000
Full Time: Monday to Friday 9 am – 5pm
Based at: Hope office in Rugby

Job Summary To give secretarial and administrative assistance to the Executive Director and support to other members of the Hope Leadership Team as appropriate.

Main Duties (i.e.) those which occur on regular or recurring basis)

1. To deal with telephone queries for the Executive Director, answering them where able and passing on personal and urgent calls to the Executive Director, as appropriate.
2. To open the post for the Executive Director, dealing with it as necessary, which will be either to answer it or pass it on to the Executive Director.
3. To keep the diary of the Executive Director and in coordination with him, where necessary, making appointments and organizing travel.
4. To compile letters, emails, reports at the Executive Directors direction.
5. To undertake administration for the Board and LT meetings including distributing the agenda and minutes and making arrangements regarding the venue and its facilities.
6. To take the minutes of the Board and LT, drafting them for approval after the meetings and distributing them.
7. To maintain the filing system for the Executive Director.

Intermittent Duties: (those which occur on an irregular or occasional basis)

To be involved in any other areas of work at the request of the Executive Director

Skill Level and Experience required

- Excellent organisational and time management skills.
- Good written and spoken communication skills.
- Accuracy and attention to detail.
- A calm and professional manner.
- Excellent computer and administration skills - knowledge of Outlook Office 365, Word, Excel, Adobe and PowerPoint would be an advantage.
- A flexible and adaptable approach to work.
- The ability to use your own initiative.
- Good typing skills.