

WIRRAL METHODIST HOUSING ASSOCIATION LTD

PA TO CHIEF EXECUTIVE

JOB DESCRIPTION

Responsible to: Chief Executive

Job Outline:

The PA to the Chief Executive is responsible for providing administrative support and secretarial services to the Senior Management Team of a busy charitable housing association.

The postholder is required to be proactive and professional in their judgement on how to deal with problems and enquiries as they arise. The post calls for a high degree of initiative, judgement, confidentiality, tact and discretion.

Job Functions:

- Responsible for day to day provision of confidential secretarial work as necessary to the Chief Executive and SMT, including note taking and message relaying. To collate information and undertake basic research to assist as required.
- Maintain confidential staff and general files as required.
Staff & Board contact details to be kept up to date. Complete all filing as required.
- Review all folders on the Associations ICT systems to ensure appropriate filing and data protection and GDPR requirements are met.
- To organise travel and accommodation for the Chief Executive where appropriate.
- Arrange appointments / meetings and maintain the diary for the Chief Executive.
- To handle telephone and other enquiries in a helpful and efficient manner using own initiative to redirect queries as appropriate. Including reception cover.
- To collate, copy and distribute Agendas, Reports and Minutes for Board, Sub-Committee and Senior Management Team meetings. Order refreshments as required.
- Take Minutes at Board, Senior Manager Team and ad hoc meetings as required.
- To be responsible for the management of all head office facilities, including room bookings, refreshments, materials.
- To assist with maintaining all ICT folders including policies, procedures and corporate folders.
- Training – book, record, co-ordinate training forms, organise travel and accommodation, authorise payment. Provide analysis on training received.

- Any other duties commensurate with the level of this post that may be allocated by the Senior Management Team.

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SUMMARY OF KEY TERMS AND CONDITIONS OF EMPLOYMENT

Salary	£26,000.00 pa FTE This post is currently 21 hours per week.
Pension	Social Housing Pension Scheme SHPS provision (subject to change).
Holidays	25 days (less 3 days for Christmas holiday period) plus Bank Holidays. Service days = 2 years service = 1 service day Maximum holiday = 10 years + service = 30 days entitlement
No Smoking	A no smoking policy exists in the office.
Hours of Work	There is currently flexible working in place and the standard working hours are 37 hours across Monday to Friday. This post is currently 21 hours per week with work pattern to be agreed. You may be required to attend some out of office hours meetings.
Notice Periods	1 month

WIRRAL METHODIST HOUSING ASSOCIATION LIMITED

PA to the Chief Executive

Person Profile

Responsible to: Chief Executive

Wirral Methodist Housing Association is a developing housing association operating primarily on the Wirral Peninsula. The Association has 20 staff operating from the Association's offices in Birkenhead. There are also three Sheltered Scheme Managers who work from three sheltered housing schemes.

Essential Attributes

The successful candidate is likely to have experience in most of the following: -

- General office management experience
- PA skills
- Relevant experience in a similar post
- Competent in a range of ICT areas including Microsoft Office applications such as Word, Access and Outlook
- Managing budgets
- Minute taking

Desirable Attributes

- Experience in any other areas of ICT
- Experience of handling online meetings
- Working with non-executive or Trustees

Personal Attributes

The successful candidate is likely to display most of the following attributes: -

- Demonstrate good team working skills and a general willingness to get involved
- Helpful
- Customer experience
- Polite
- Responsible and a compassionate attitude
- Ability to organise their workload and support others
- Flexible approach to work
- Commitment to social housing
- Able to work in a busy environment