

Job Outline

Personal Assistant to Chief Executive Officer

Ark

Responsibilities:

To provide high level confidential support to the Chief Executive by providing a full secretarial and Administrative service. Ensuring that effective planning and administrative systems are in place and maintained efficiently and effectively. To support good governance by providing administrative support for the Board of Management.

Fact Finding and Analysis

- Provide support to the CEO in the prioritisation of their workload and responding appropriately and filtering requests on their behalf.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding Board matters.
- Provide reports for senior management as required.
- To assist in the compilation of reports and statistical returns, both legal and statutory.
- Complete Organisational Checklist monthly.

Innovation and Initiative

- To proactively manage and coordinate the diary of the Chief Executive by prioritising and arranging internal and external meetings, ensuring appropriate briefing papers are prepared and provided.
- Plan and organise travel and accommodation when required.
- Monitor and manage credit card and invoices.
- To provide support for Board of Management meetings by ensuring meetings are properly arranged and serviced. This will include drafting agendas, collating papers and reports, taking minutes and following up action points.
- Supporting the Chief Executive to keep the Board of Management informed about the work of the organisation and their appropriate training and induction.
- To support with the planning of key organisational events such as; AGM and Conferences
- Undertake any other appropriate duties as required to support the Chief Executive to enable them to fulfil their role.

Interpersonal Skills

Internal

- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Work closely with ET and SLT as required.

External

- Work with the Executive Team to coordinate the CEO's outreach activities. Follow up on contacts made by the CEO to cultivate ongoing relationships.
- Provide hospitality to all guests and help to create a welcoming environment.
- To liaise with external organisations on behalf of the CEO.

Leading and Developing People

- Support the development of colleagues within Ark such as Care and Support Assistant and Business Support Assistant.

Resources

- Responsible for SHR Portal updates, as they relate to the Board of Management.
- Responsible for the up keep of Board Portal.

Impact on Decisions

- Carry out all the duties with complete discretion and a high regard for confidentiality.

Expertise

- Undertake any other appropriate duties as required to support the Chief Executive to enable them to fulfil their role.

Qualifications

- SVQ Level 3 or above.

Experience

- Extensive note taking experience (Including recording and producing accurate minutes)
- Knowledge of statutory requirements.

Knowledge/Skills

- Sound decision-making skills, with the ability to recognise the appropriate response level for queries including their redirecting as appropriate.
- Strong verbal, written, presentation & communication skills.
- Excellent organisational and people management skills.
- Strong computer skills (e.g. Microsoft Office – Word, Excel, PowerPoint, the internet, graphics & desktop publishing Visio); Ability to assist others in learning new technology.
- Experienced in producing promotional and training material in the form of brochures, pamphlets, surveys etc.
- The ability to work on own initiative.
- The ability to work independently and as part of an interdisciplinary team.
- The ability to prioritise diverse workloads for self and others.
- Attention to detail.
- A positive and motivational approach to work.