

## Job Description & Person Specification

### Personal Assistant /Administrator

<b>Employee name:</b>		<b>Issue date:</b>	
<b>Job Title:</b>	<b>Personal Assistant (PA) to CEO/ Administrator</b>		
<b>Reports to:</b>	Chief Executive Officer (CEO)		
<b>Main function of the job:</b> (Note: In addition to these functions employees are required to carry out such duties as may reasonably be required). To provide administrative support to CEO and the Charity in accordance with agreed standards, legislative requirements, relevant regulations, in line with accepted best practice and within the financial plans agreed.			
<b>Location:</b>	<b>Camphill Milton Keynes Communities Limited</b> , but you may be required to travel within the UK at the discretion of the Charity.		
<b>Working hours:</b>	24 hours per week; 10 am – 4 pm; Monday - Thursday (with some flexibility of working hours where mutually negotiated)		
<b>Main Duties (not in any order of priority):</b>	<b>Management of the organisation:</b>		
	1. Develop and promote effective working relationships with other employees and stakeholders within The Charity.		
	2. Support an open, positive and inclusive management culture.		
	3. Lead allocated development projects within The Charity's services.		
	4. Liaison with audit and commissioning bodies and partner provider organisations on behalf of CEO.		
	5. Follow up and communicate outcomes from meetings.		
	6. Support event management.		
	7. Participate in the maintenance of The Charity's management information systems.		
	8. Systematically solve day-to-day problematical issues which arise.		
	9. Support and maintain a culture of performance and excellence.		
	10. Comply with CMKC policies and procedures and Codes of Practice.		
	11. To work in accordance with CMKC mission and vision statements and statement of values.		
	12. Represent CMKC in a positive and professional manner.		
<b>Main Duties (not in any order of priority):</b>	<b>Management of Administration Services:</b>		
	1. Take minutes for Strategic Management Team, Board of Trustees, HR meetings and other key meetings.		
	2. Prepare relevant documentation for meetings.		
	3. Provide general administrative and clerical support including emailing, scanning, faxing, printing and photocopying.		
	4. Take and manage messages (email and telephone) on behalf of the CEO.		
	5. Diary management for CEO.		
	6. Make travel and accommodation bookings for CEO.		
	7. Book appointments with relevant personnel and coordinate meeting venues.		
	8. Administer small grant funding applications and feedback.		
	9. Adhere to confidentiality procedure.		
	10. Ensure all data is received, stored, transmitted and disposed of following GDPR policy and procedure.		
	11. Implement actions to meet and maintain effective standards.		
	<b>Staff Training &amp; Personal Development:</b>		
1. Participate in ongoing in-house and external professional and personal development activities.			
2. Participate in supervision and staff appraisal.			
3. Attend staff meetings and other key meetings when required.			

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<b>Person specification (not in any order of priority):</b>	<b>Essential criteria:</b>
	1. Previous experience of working in PA, administrative or secretarial roles within a senior team.
	2. Experience of taking the minutes of meetings.
	3. Competent in the use of technology including; MS Word, Excel, PowerPoint, operation of server-based file storage and MS Outlook for email and calendars.
	4. Accurate and fast typing (80 words a minute) ability.
	5. Accurate and fast note taking ability.
	6. Accurate and grammatically correct written English.
	7. Detail conscious.
	8. Effective communication skills with a wide range of individuals and groups.
	9. Excellent organisational and planning skills with the ability to meet deadlines.
	10. Proactive, tenacious and self-reliant.
	11. Good interpersonal skills.
	12. Tact, discretion and respect for confidentiality.
	13. Reliability and honesty.
	<b>Desirable criteria:</b>
	14. Experience of taking Board level minutes.
	15. Experience of working in the care sector (voluntary or statutory).
	16. Ability to use shorthand for minute-taking.
	17. Proofreading skills.
18. Creativity and skill in communicating information.	
19. Awareness of accessible communication tools suitable for people with a learning disability.	

