

Job Description

Summary	
Job Title	Personal Assistant to Chief Executive Officer
Department	Head Office
Location	Manchester, UK
Full-time/Part-time/Job Share	Full Time
Reporting To	Chief Executive Officer
Direct Reports	None
Job Purpose	This is a 1:1 role supporting the CEO across all of Hope for Justice's operations internationally. The PA will organise the CEO's administrative needs and busy schedule, maximising their time in support of our aim - the end of slavery in our lifetime. The PA will handle a variety of tasks simultaneously, think ahead and anticipate needs before they arise to ensure the smooth running of the CEO's office.
Duties & Responsibilities	
<p>Administration</p> <ul style="list-style-type: none"> • To act as the initial point of contact for CEO when absent, assessing priorities and re-directing calls, enquiries and requests as necessary • Manage CEO's email account - including drafting responses for review and dealing with urgent matters personally • Take phone calls on behalf of CEO • Prepare monthly expenses for CEO, including personally funded expenses and commercial credit card. <p>Meetings/Events</p> <ul style="list-style-type: none"> • Manage CEO's diary and appointments, ensuring effective use of time and that each office/country has 'allotted access' time • Organise and arrange events and speaking engagements for CEO, liaising with event organisers and ensuring booking process is professional and efficient • Organise and book travel and accommodation for CEO and accompanying staff members, working in partnership with event organisers • Produce accurate itineraries and ensure CEO is fully informed of all arrangements and details • Provide detailed papers/biographies/briefings in advance of appointments • Organise and oversee follow up of meetings/events and ensure that a 'follow up strategy' is implemented • Attend and contribute to meetings on CEO's behalf, where directed, reporting back and following up appropriately • Attend meetings and events with CEO to provide input and administrative support and follow up – ensuring all actions are delegated and completed within given deadlines • Organise and input on regular meetings with 'office/country' directors, ensuring that meetings are efficient and effective (i.e. agendas are produced in advance). 	

Staff Direction

- Provide staff with instructions/feedback from CEO on relevant projects and decisions and ensure that all delegated tasks are completed to a satisfactory standard and within given deadlines

Research

- Conduct and coordinate relevant research documents for CEO to ensure the office is fully informed and up to date on relevant issues

Ethos

- Support, and empathise with, the Christian basis and ethos of Hope for Justice

Person Specification
Experience & Qualifications

- A Levels/Advanced GNVQ
- 4 year's experience in administration preferably working as a senior PA
- Skilled in using Microsoft Word and Excel, and general computer use

Skills & Competencies

- Able to provide high quality administrative support
- Flexibility
- Excellent communication skills
- Ability to delegate and manage projects
- Professionalism
- Attention to detail
- Discreet in dealing with confidential and sensitive information
- Strong affinity for the work of Hope for Justice
- Excellent time management and able to prioritise own work
- Organised and methodical approach
- Working in a team, and supporting and developing others
- Working with change
- Decisiveness

Review

Date Completed	03.05.16
Version Number	1.0
Approved By	CEO