Job Description: Personal Assistant to CEO

# Background of post

Founded in Scotland in 1997, the Breastfeeding Network (BfN) aims to be an *independent* source of support and information for all breastfeeding women, parents and others in the UK.

Our vision is a society where all mothers, parents and families are able to make informed decisions about breastfeeding, to access help when and how they need it and to become confident in their choices. Crucially, this also means all help and support offered to parents by BfN volunteers and employees is offered free from commercial interests and free of charge.

**The Personal Assistant** (PA) will provide proactive, high calibre effective and confidential administrative support to the Chief Executive Officer (CEO) of the Breastfeeding Network (BfN). The PA will work with other members of the Central Support team and to support the Board of Trustees. This is a varied and busy role requiring the post-holder to be problem-solving, have an attention to detail and keep track of a wide variety of tasks and relationships.

# Main Duties and Responsibilities

* Full administrative support for board meetings four times per annum including preparing the agenda with CEO/Chair, requesting and collating relevant reports and special papers, reviewing presentations, timely distribution of reports before the meeting, taking accurate minutes and maintaining an attendance record at every meeting, compiling minutes and distributing following the board meeting. Currently Board meetings are held remotely but in the event that these become face to face some travel and organisation of travel for Board members may be required.
* Administrative support for sub committees – eg: Finance, Audit and Risk including setting dates, co-ordinating/ preparing and issuing papers and agendas, taking and issuing minutes and actions. Ensuring committee minutes are prepared the Board.
* Maintenance of a filing system for CEO and Board documents
* To provide full administrative support for the CEO including but not limited to CEO mailbox and correspondence management, diary management, administration of absence including annual leave and expenses for the CEO staff, travel arrangements, highlighting deadlines and any reasonable ad hoc administration required by the CEO
* Planning, co-ordinating and monitoring the delivery of key organisational improvements and initiatives where required by the CEO, if these take place across central teams
* Preparing and issuing CEO communications to all staff as required
* Scheduling and administrative support for internal and external meetings including Steering Group meetings, fortnightly managers meetings and any other meetings as requested by the CEO and BfN Chair
* Supporting the agenda planning and administration of the AGM, preparing notification letters, Trustee statements, proxy voting and special resolution paperwork, taking minutes and recording attendance at the AGM.
* Ensuring Trustee materials are kept up to date in line with the agreed process. Ensuring induction of new Trustees within agreed timescales. Maintenance of Trustee and Board information in line with the BfN Information Governance policy
* Ensuring information held with Companies House and OSCR is kept up to date and liaising with the Finance Manager and auditors as required. Maintain the register of interests and register of persons with significant control on an annual basis,
* Administering the BfN Policy Library and providing reminders to policy holders in advance of required updates
* Assisting in the co-ordination and preparation of the Annual Trustees report and providing information as required by BfN’s auditors.
* Reconciling receipts and records for the CEO and PA credit card and liaising with finance within deadlines.
* Booking places and organising stands at external events for project staff, central staff, CEO and directors if requested
* Booking overnight accommodation and travel when necessary for staff members, as agreed with the CEO.
* Ensuring compliance with brand guidelines in all BfN communication and documentation.
* Arranging suitable gifts and thanks to be issued for BfN leavers as required.
* Coordinating CEO priorities in their absence in consultation with Chair/senior management team

*This job description may be reviewed & amended in response to service requirements. A job description is not an exhaustive list of accountabilities or an inflexible document but acts to provide guidelines of what to expect while in post.*

Person Specification:

**Please refer to this document carefully when completing your application form and preparing for your interview. You must demonstrate how you meet the criteria on your application form.**

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| **Qualifications** | **Essential** | **Desirable** |
| Evidence of advanced Word, Excel, Powerpoint, Sharepoint or equivalent and ability to learn other packages and databases as required.    GCSE grade C or above in English and Maths (or equivalent)    NVQ level 3 in Business Administration or equivalent |    |  |
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| **General** | **Essential** | **Desirable** |
| Proven flexibility and adaptability to juggle a range of different tasks and to work occasional additional hours to meet deadlines if required  Ready, willing and able to work from home, maintaining a professional working space including reliable internet connection  Awareness and commitment to equality and diversity    Discretion and an understanding of confidentiality issues when handling data, alongside the implications of GDPR.  Knowledge and understanding of the voluntary and charitable sector.  Experience of working in a comparable role in a small to medium charity environment  Ability to be able to work independently while making every effort to co-ordinate effectively with other members of the Central Support Team  Honesty and reliability  Understanding and commitment to BfN’s aims, values and objectives  Effective communication skills  BfN is a registered charity and an organisation working in compliance with the WHO Code on the Marketing of Breastmilk Substitutes. All candidates will be required to declare any potential/ perceived conflicts of interest. Any plan for the management of potential conflicts will require authorisation by the CEO, and in some cases, the Chair and Vice Chair of the BfN Board. |                    |  |
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| **Knowledge and Skills** | **Essential** | **Desirable** |
| Strong organisational and time management skills  Proven ability to write and communicate effectively, accurately and professionally with a range of workplace audiences  Excellent word processing and IT skills  Accurate and fast typing and minute-taking skills  Ready, willing and able to work under pressure, with multiple priorities and to tight deadlines  Ability to research, digest, analyse and present material clearly and concisely  Excellent interpersonal skills and able to form good working relationships  Ability to work confidently, efficiently and independently on own initiative and manage own workload in a remote working environment  Attention to detail and achievement of high standards  Ability to be flexible in approach and cope with frequent and unpredictable interruptions  Ability to prioritise and make decisions, following clear procedures and using initiative to develop new working methods  Resilience and preparedness to minute long meetings and flexibility to support reasonable requests to adapt agendas and issue paperwork  Experience of managing and administering senior level/Board meetings in a small charity or comparable environment  Ready, willing and able to work remotely |                            |  |
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