

Personal Assistant to Senior Leadership Team



**Weston
Park**

Cancer Charity

Together at every step.

Working here

Personal Assistant

Reporting to:	CEO
Responsible for:	N/A
Job location:	Currently homebased with travel to Sheffield and the surrounding areas, including Weston Park Cancer Charity
Hours:	Part time 25 hours per week
Salary:	£25,000 (FTE)
Contract length:	Permanent

What we do

For one in two of us, cancer will change everything.

When it does, so can we.

Weston Park Cancer Charity is here to face cancer with you. Our services, advice and support are for you and the people close to you, helping everyone to live with and beyond cancer. The funds we raise also support vital, pioneering research and clinical trials led by the exceptional medical experts at Weston Park Cancer Centre. It's our job to care in every sense for our patients and their families. Our help is free, and we're here for you, together every step.

Main purpose of post

- Ensure the governance committee cycle is timetabled to work effectively
- Ensure all committee meetings are effectively and efficiently serviced
- Ensure all governance documentation is accurately maintained.
- Co-ordinating and servicing meetings.
- Managing the diaries of the Senior Leadership Team (SLT) ensuring they are adequately briefed for each meeting and have all the necessary information.
- Providing support to the trustees as required
- Leading on creation and maintenance of an effective central filing system.
- Undertaking projects as required
- Supporting the wider organisation by providing administrative support as required.

What you do

Governance

- Co-ordinate the governance meeting cycle, liaising with staff and trustees to agree dates and agenda items.
- Attend and service the Board and Committee meetings, collating and disseminating paperwork, booking venues, taking minutes and ensuring follow-up action is taken.
- Ensure all governance documents are updated e.g. the register of members, appointments and retirements of trustees.
- Support trustees with booking training courses and travel arrangements.
- Able to work some out of hours including attending meetings some early/late meetings.

SLT support

- Manage the diaries of SLT ensuring adequate prep and follow up time.
- Set up meetings, liaising with relevant member of SLT and other participants, sourcing venue and refreshments.
- Ensure the SLT team member is fully briefed for all meetings and has all necessary meeting papers in good time.
- Deal with enquiries responding in the most appropriate format.
- Prepare letters, reports and presentations as required.

Support for wider team

- Co-ordinate organisation wide meetings like staff away days, booking venues, refreshments, speakers, co-ordinating diaries and preparing all paperwork as required.
- Co-ordinate team meetings booking venues, refreshments etc.

Systems

- Lead on the creation and delivery of an effective shared filing system, liaising across the organisation to develop a new structure that others buy into and leading on its implementation.
- Create and operate a “chase system” to ensure any action required is carried out.
- Develop and maintain an up-to date filing and archiving system including version control policies.

General

- Provide general administrative support to the wider team as required.
- Deal with enquiries.
- Respond to ad-hoc correspondence.
- Undertake any other duties as the organisation may reasonably require.
- Able to work some out of hours including attending meetings some early/late meetings.
- Comply with all Weston Park Cancer Charity’s policies and procedures including confidentiality, privacy and data protection.
- Promote the guiding principles and objectives of Weston Park Cancer Charity.

Personal Assistant job description and person specification

The above job description is not an exhaustive list of all duties required of the postholder

Person specification

Methods of Assessment:

A = Application

C = Certificate

I = Interview

R = References

T = Test/Presentation

	Essential	Desirable	Assessment
QUALIFICATIONS			
Educated to a minimum of A level or equivalent	X		A/C
KNOWLEDGE & EXPERIENCE			
Knowledge of different administration systems	X		A/I/R
Data Protection Act		X	A
Knowledge of the third sector		X	A/I
Customer service experience	X		A/I
Minimum of 3 years' experience of working in a similar role	X		A/I/R
Experience of working with sensitive and confidential material in a confidential manner	X		A/I/R
SKILLS			
Excellent IT skills including advanced Word , intermediate Excel and PowerPoint and with the ability to embrace new technology	X		A/I/T
Typing speed of 40+ wpm	X		A/I/T
Able to communicate effectively with a wide range of individuals	X		A/I/T

Personal Assistant job description and person specification

Ability to problem solve	X		A/I/T
Tact and diplomacy	X		A/I/T
Ability to work confidentially	X		A/I/T
Ability to be flexible in an ever-changing environment	X		A/I/T
Organised, efficient and the ability to manage tight, shifting deadlines	X		A/I/T
Good written skills	X		A/I/T
PERSONAL ATTRIBUTES			
Enthusiastic, pro-active, able to take initiative and work autonomously	X		A/I/T
Positive, resilient attitude	X		A/I/T
Effective team worker	X		A/I/T
Passionate about the cause and delivering impactful work	X		A/I/T
Comfortable with remote working and with suitable homework set up to accommodate agile working	X		A/I/T
Emotionally resilient to sensitive information	X		A/I/T
Able to participate in some out of hours work	X		A/I/T
Confident and clear communicator by phone, email or in person	X		A/I/T

How to apply

Closing date: Monday 26th July 2021 09:00

Application format: Please send a CV and covering letter demonstrating that you have read the job description / person specification and how you meet the essential and (where relevant) desirable criteria for this role. This can include skills, training, membership of professional bodies and experience. The covering letter will form a key part of the recruitment process and you should demonstrate your suitability for the role in no more than two pages.

Personal Assistant job description and person specification

Weston Park Cancer Charity is committed to promoting equality of opportunity and values diversity of culture among our staff. All applications are anonymised as part of the selection process, so please do not forward any documents in PDF format.

Apply to: HR@wpcancercharity.org.uk