

## JOB DESCRIPTION

<b>Job title:</b>	Executive Assistant/Virtual Assistant
<b>Salary band:</b>	£35,000 – £45,000 pro rata, dependant on experience
<b>Location:</b>	Remote with very occasional requirement to travel to London and/or a project site.
<b>Hours:</b>	Part-time 3-4 days per week
<b>Reports to:</b>	Director

### Role summary

Provide a confidential and professional administrative service to the Directors. It's a busy role, so we're looking for someone who is happy working at pace to problem-solve and work flexibly to achieve outcomes.

### Main Responsibilities

- Coordinating schedules, meetings and appointments.
- Diary management for the SLT, ensuring meetings are in alignment with company/project priorities, are set within a timely manner, advising of any cancellations each day and rescheduling meetings as required.
- Managing information flow across a dispersed team.
- Managing meeting agendas and action logs, ensuring preparatory meeting materials are distributed well in advance.
- Taking clear concise minutes in strategic meetings such as CLEAR Forum/Board/SLT that represent the discussion, any action points are recorded, minutes are signed off, distributed and with clear action points.
- Support with document creation/amendment, requesting input and sign off if required.
- Work within and maintain a standardised folder framework so that there is limited variation in approach and documents are not lost.
- Maintain electronic filing systems, ensuring processes and software are up to date and any problems flagged to the appropriate team member.
- Strong communication skills with all internal departments and external agencies.
- Ability to conduct simple research and present the findings when required to support the SLT team.
- Support other business functions as and when required.
- Commitment to ensuring a quality service is delivered and confidentiality is maintained at all times.

- Support with basic finance such as invoicing, expenses etc for the Director as required.
- Comfortable using a variety of IT software including but not limited to Microsoft office 365, MS Teams, Jira, Monday and other software packages.

*The job description is not an exhaustive list of duties and the post holder will be required to undertake any other reasonable duties discussed and directed by the business.*

## PERSON SPECIFICATION

Criteria	Essential	Desirable	Measured by
<b>Qualifications</b>	<p>Math, English GCSE at grades A to C or equivalent functional skills level 2 evidence.</p> <p>A working and up to date knowledge of IT systems (to include Excel, PowerPoint and Word)</p>		CV / Interview
<b>Experience</b>	<p>Previous EA/PA experience of working at a senior level ideally in a hybrid/remote setting</p> <p>Experience of taking minutes</p> <p>Ability to work with competing demands</p> <p>Development and maintenance of systems for managing documents including correspondence</p> <p>Experience of using Jira/Trello/Monday or similar</p>	<p>Experience of working within a healthcare setting</p> <p>Basic finance knowledge</p>	CV/Interview
<b>Special skills</b>	<p>Secretarial/organisational skills</p> <p>Professional telephone manner</p>		Interview

	<p>Excellent time management skills</p> <p>Competent in filing and archiving documents</p> <p>Interest in completing simple research and presenting findings</p>		
<b>Personal attributes</b>	<p>Hardworking, proactive, friendly, problem solver</p> <p>Attention to detail, calm approach, can multitask, excellent communication</p> <p>Comfortable working in a fast-paced, pressurised environment and prioritising</p> <p>Excellent organisational skills, comfortable working in a team or autonomously</p> <p>Ability to build rapport with a wide range of people</p>		Interview