



JOB DESCRIPTION

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|------------------------|---|
| Job Title: | Personal Assistant to the Senior Leadership Team (maternity cover) |
| Responsible to: | Executive Assistant to the Chief Executive |
| Location: | Flexible, (can be remote or hybrid). Occasional travel required. Space available at Head Office in Lulworth, Dorset if preferred. |
| Salary: | £27,065 - £31,268 per annum pro rata (dependant on experience), plus 8% pension contributions |
| Duration: | 1-year fixed term contract |
| Hours: | Part time, flexible hours (between 0.6 to 0.8 FTE, 22.2 hours to 29.6 hours per week). |

Job Purpose:

- To provide an efficient and effective PA service to five members of the Senior Leadership Team.
- Assist the Executive Assistant to the Chief Executive in providing support to the Chief Executive with administrative and secretarial tasks as required.

Main responsibilities:

- Maintain diary management and efficient coordination of meetings and other appointments on behalf of the Senior Leadership Team, as required.
- Maintain effective systems and processes for supporting and communicating with the Senior Leadership Team.
- Provide support to the Senior Leadership Team in responding to and filtering requests on their behalf.
- Ensure the Senior Leadership Team members have all necessary papers for meetings in advance, and that any instructions/directions are obtained prior to the meetings.
- Assist with any projects, research or discreet pieces of work as required by the Senior Leadership Team or Executive Assistant to the Chief Executive.
- Assist in preparation of presentations, reports and documents as required.
- Assist in organising routine staff and directorate meetings, including setting up and providing meeting support on Zoom and Teams meetings.
- Take minutes of directorate and other meetings as required.

- To follow-up on any action points resulting from meetings as required.
- Assist with organising events including away days, staff meetings, members meetings and any other meetings as required.
- To arrange all necessary travel and accommodation arrangements for the Senior Leadership Team as required.
- Maintain a high degree of confidentiality with regard to issues concerning members of staff, trustees, Branches, volunteers and partners. Respond positively with tact, sensitivity, and awareness to all in relation to duties undertaken.
- Provide cover for the Executive Assistant to the Chief Executive as and when required.

General:

- Any other duties relevant to the post as agreed with your Line Manager.
- Actively participate and engage as a member of the CEO Office.
- Promote BC's values (Excellence, Passionate, Inspiring, Collaborative) ensuring they are adopted in all aspects of the role.
- Undertake all duties in compliance with the rules and regulations encompassing equal opportunities to help foster a diverse workforce.
- Work in accordance with BC's policies, procedures and codes of conduct.
- Actively participate in on-going professional development activities.



PERSON PROFILE

Job Title: Personal Assistant to the Senior Leadership Team (maternity cover)

| Technical/specialist skills | Essential | Desirable | Assessment method |
|--|-----------|-----------|-------------------|
| Experience of personal assistant, administrative and secretarial work | ✓ | | A |
| Experience of providing support to multiple managers or leaders simultaneously | ✓ | | A |
| Experience of working in a busy administrative team | ✓ | | A |
| Excellent use of Office applications such as Word, Excel, PowerPoint | ✓ | | A |
| Experience of diary and meeting management | ✓ | | A |
| Experience of organising events | | ✓ | I |

| Decision Making and Charity Policy | | | |
|--|---|--|---|
| Confidential and professional approach | ✓ | | I |
| Empathy with aims and objectives of Butterfly Conservation | ✓ | | I |

| Working with Volunteers/Managing External Partners and others | | | |
|--|---|--|-----|
| Excellent interpersonal skills with the ability to communicate with a wide range of individuals. | ✓ | | A/I |
| Excellent written and spoken communication skills | ✓ | | A/I |

| Personal Attributes | | | |
|--|---|--|-----|
| Analytical and methodical, with a high degree of accuracy | ✓ | | I |
| Well organised and self-motivated; able to plan and undertake work on your own | ✓ | | I |
| Able to prioritise a diverse workload, meet tight deadlines and use own initiative | ✓ | | I |
| Flexible: able to rapidly assimilate information and adapt to a changing environment | ✓ | | I |
| Creative and innovative with the ability to find solutions | ✓ | | I |
| Pragmatic and resilient | ✓ | | I |
| Able to work effectively as a member of a team | ✓ | | A/I |
| Full driving licence (or means to travel) | ✓ | | A/I |
| Willing to work occasional weekends and evenings | ✓ | | I |

Key:

A = Application form

I = Interview