



JOB DESCRIPTION

TITLE :	Personal Assistant
HOURS :	37 hours per week (Mon – Friday, with occasional unsocial hours)
SALARY :	£19,621 p.a.
ANNUAL LEAVE :	25 days plus 8 bank holidays (pro rata)
ACCOUNTABLE TO :	Director
PENSION :	8% non-contributory pension for posts over 18 months duration
LOCATION :	112-113 Commercial Street, Maesteg With travel throughout bridgend & NPT Counties

Aim of Post

This is a key role, supporting the work of BAVO at the most senior level. The role will ensure effective coordination and smooth running of the administrative and support functions to the Director and the organisation as a whole.

The post holder will have demonstrable experience of working at a similar level and proven administrative, secretarial and office skills and will need to be able to plan, organize and anticipate requirements well in advance to support the smooth running of the business. The post holder will be responsible for supporting all aspects of the Director's work. In addition have excellent interpersonal skills and be able to support internal relationships with Staff and the Board.

This role works across the organisation to ensure that BAVO operates intelligently and strategically.



Primary Tasks

1. Support the Director in the preparation and presentation of reports, proposals, budgets and related activities in servicing and developing contracts and relationships with stakeholders and partners
2. Under the guidance of the Director ensure BAVO's corporate methods for monitoring and evaluating BAVO's activities and services are applied
3. Provide comprehensive administration duties in support of the Director and board
4. Arranging travel and accommodation for the Director as required
5. Deal with in and out going correspondence of the Director including planning and organisation of their diary
6. Ensure statutory/legal requirements are identified and met
7. Ensure BAVO's commitment to equality of opportunity is valid
8. Ensure necessary records are maintained that can readily provide current, accurate and accessible information
9. Arrange meetings and appointments, organising venues and hospitality for visitors etc
10. Oversee the ordering of stationary and office supplies for authorisation of the Director
11. Service the board including the production of agendas, minutes and key papers
12. Minute take at meetings as required by the Director
13. Set up and maintain the integrated electronic and paper based filing systems
14. Work with the admin and communication team to maintain and develop databases and mailing lists to ensure they are current and up to date at all times
15. Contribute to the overall development of BAVO and its activities
16. Play a key role in the formatting and presentation of BAVO's corporate materials and documents
17. Maintain and develop systems, procedures and records in line with the organisation's ethos
18. To participate in supervision and performance appraisals with the line manager



Secondary Tasks

1. Maintaining the organisation's records including personnel files, contracts, annual leave, sickness etc
2. Supervise administrative staff including trainees on placement or volunteers where requested. (Covering front desk and other roles when required)
3. Work with the communications team in ensuring BAVO's corporate identity is maintained
4. Work within the framework of BAVO's policies, procedures and plans
5. All employees have a responsibility of their own health and safety while at BAVO's premises including work colleagues and members of the public in accordance with safety legislation and BAVO's Health and Safety Policy.
6. Any other duties appropriate to the post



Person Specification

It is **essential** that candidates can demonstrate the following competencies :-

- 2 years experience of working in a similar role at a comparable level
- Experience of administration and secretarial skills.
- Experience of working under pressure and to deadlines
- Experience of maintaining office systems including databases & internal groups /Calendars
- Experience of co-coordinating meetings / events
- Excellent IT skills; experience of word, excel, PowerPoint, access database software.
- Typing - to RSA Stage II or equivalent standard
- Excellent verbal and written communication skills.
- Ability to deal with telephone and personal callers in a sensitive and confidential manner
- Ability to use initiative and work effectively as part of a team.
- Ability to priorities work appropriately.
- Knowledge of the requirements and implications of working to a Director
- Knowledge of BAVO's mission, aims and values
- Knowledge of Equal opportunities and Diversity procedures
- Understanding of issues of confidentiality
- Ability to adapt to change and respond positively to new challenges
- Be non-judgmental and able to work professionally with people who hold different views and have different lifestyles from your own
- Courteous and Flexible
- Contribute to own development and supervision



It is **desirable** that the candidates have :-

- Experience of Businesses that work in partnership and competition.
- Experience as the first point of contact for the Director.
- Experience in project management
- Experience of managing Health & Safety administration procedures.
- Ability to communicate effectively with all stakeholders.
- Ability to speak Welsh
- Knowledge of the statutory responsibilities of running a charity/company
- Knowledge of the operation, application and accountability of public funds.
- Knowledge of the third sector

Additional Information

The contract is offered for renewal on an annual basis subject to ongoing funding.