

Job title:	Executive Assistant Officer	Line manager title:	CEO
Operating Company/ Department	Active Lancashire Limited	Location:	Active Lancashire Offices, Leyland

Date:	July 2021	LEVEL/Grade/Scale Point:	ScP 5- 11	Salary Band:	£19,312 - £21,748
Term of Employment:	Full time.	Employment Benefits:	33 Days Leave (inc. Bank and Public Holidays) FTE. Expense allowances Pension scheme membership	Other Info:	

Job purpose:

- To provide a comprehensive personal assistant function to the Chief Executive; co-ordinating the day-to-day planning and prioritising of activities across the organisation on behalf of the CEO.
- To support the Executive team with the administration of meetings and running of the Active Lancashire main Office.

Key accountabilities:	Measures:
<p>To respond to all queries, correspondence and telephone calls in a timely and professional manner. Initiate action where possible and report progress as appropriate. Ensure that messages and actions are prioritised and brought to the attention of the CEO as appropriate and with any supporting information.</p> <p>To brief the CEO on activities and events as they arise, obtaining additional information to enable the CEO to make an informed decision</p> <p>To ensure the provision of information required for Board reports, supporting bids and specific enquiries by obtaining, collating and presenting the information as required</p> <p>On behalf of the CEO, to communicate and correspond with Board members, partners and staff on difficult, sensitive and complex issues</p> <p>Monitor incoming mail and correspondence for the CEO (and in the absence of the CEO), regularly throughout the day, review e-mails</p>	<p>Directly attributable to the measurement of the Key Accountabilities:</p> <p>Provide accurate and well-presented correspondence, ensuring that replies are provided within agreed timescales</p> <p>To ensure that correspondence, reports and presentations are created, developed and formatted to high quality corporate standards.</p> <p>To manage the CEO and Executive Team diaries, making decisions on whether and when appointments are made, based on the issue, the needs of the caller and the workload priorities and commitments of Executive team members.</p> <p>Co-ordinate and undertake, as necessary, the organisation of meetings, venues, equipment, order refreshments and prepare presentations</p> <p>As required, to prepare agendas and take notes of meetings for the CEO and Executive team, to take and transcribe minutes of meetings</p> <p>To administer activities, co ordinate service providers and order materials</p>



<p>ensuring that urgent e-mails are immediately brought to the attention of a member of the Executive team</p> <p>To coordinate the Executive team travel tickets, accommodation and attendance at conferences etc</p>	<p>and services to ensure the operation and smooth running of the Active Lancashire main office.</p>
<p>Dimensions impacted by job (including number of people managed, turnover and budgets expressed in £ p.a.)</p>	<p>Education, qualifications, skills and experience required in the role- essential - and desirable if applicable</p>



Direct reports' job titles and grades: (where applicable)

Not Applicable

ESSENTIAL

- Minimum of 2 years' experience of senior staff support and office administration
- Ability to manage time critical and sensitive task and projects from initiation to completion
- Ability to provide an effective customer-oriented response by phone, face-to-face or in writing
- Ability to design, implement, operate and maintain administrative systems/processes to support the operation of an executive team or board
- Ability to appropriately deal with confidential and sensitive information
- Ability to contribute to the effectiveness of a team
- Ability to manage expectations and support staff who are not directly line-managed by post holder
- Ability to react confident and professionally to complex events and be decisive whilst under severe time pressures.
- Ability to gather, analyse, interpret and present data and information from both electronic and paper-based sources
- Ability analyse issues or problems presented by others and to make sound judgements on the actions to be taken
- Ability to develop and maintain communication, both verbally, electronically and in writing, to all levels of staff, patients, the public and managers from different organisations about often sensitive, complex or difficult issues
- Good IT skills and working knowledge of MS Teams and Office

DESIRABLE:

- A Personal Assistant qualification and / or experience of undertaking this role
- Experience of working within a Charitable organisation

Core behaviours:

Key interfaces (internal and external) and reasons (e.g. inform, negotiate)



To be committed to Active Lancashire's core values of:

Forward -thinking
People First
Everyone Counts
Working Together
Passion
Influencing Change.

- The Active Lancashire team.
- HR Partner
- Build honest and transparent relationships with suppliers and partners.
- Provide detailed information to delivery partners and funding bodies
- Communicates with and supports the core team and wider partners

The operating environment and context of the job:

This posts supports the CEO and Executive team with the delivery of their duties as outlined in the role description.

Governing body/legal requirements:

- ESIF Eligibility requirements
- Governance Policies and Procedures
- Complies with the General Data Protection Regulation (GDPR) and relevant UK data protection law(s) and regulations.

CEO/Managing Director approval:	Name:	Signature:	Date:
Agreed by job holder:	Name:	Signature:	Date: