

Personal Assistant to the Chief Executive Officer

Military Charity

Recruitment Pack

The Opportunity

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| Reports to: |
| Chief Executive Officer |
| Salary: |
| £25,000 |
| Status: |
| Full Time or Part Time (Flexible working arrangements available) |
| Location: |
| Poole |

We are seeking an experienced PA to play a pivotal role for a Military Charity. Not only will you provide vital support to the Chief Executive Officer but also maintain the efficient running of the Charity’s offices, systems and processes.

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| Job Specification |
| * To assist and work closely with the Chief Executive Officer to ensure the efficient running of the office and to provide administrative support where necessary to the Chief Executive Officer.
* Provide administrative support to the CEO in managing his diary, the organisation of meetings and the maintenance of confidential documents and files.
* Provide support to the CEO in the prioritisation of his workload and responding appropriately and filtering requests on his behalf.
* Provide administrative and secretarial support to the Chair of Trustees, Trustees and Company Secretary, including the organisations of meetings, preparation of agendas, minutes and papers.
* Responsible for the administration of Board of Trustees and Board Committee meeting
* Devising and maintaining office systems including data management, filing and producing documents and briefing papers.
* To maintain the Charity’s electronic diary and provide updates for weekly meetings, ensuring that diary reminders are issued for significant events.
* To respond administratively to all routine requests and enquiries from the Charity’s Members and visitors to the Association.
* To record accurately and maintain the holiday diary for all members of staff.
* To monitor stocks of office stationery and equipment and resupply where necessary.
* To attend the Trustee Meetings and AGM to ensure that accurate Minutes are taken of these meetings and to assist the CEO where necessary in preparation for these meetings.
* To provide all potential members to the Charity with the appropriate application forms. Explaining the requirements of the Charity’s Membership and their eligibility.
* Liaising with the Charity’s Membership Sub-Committee regarding scheduled meetings, taking the minutes at the said meetings and distributing these to the Membership Sub-Committee.
* Following the outcome of the Membership Sub-Committee processing the applications to include inputting the new member’s details onto the database and sending a welcome letter to include the membership card.
* Maintaining an accurate record of the membership to include the number of Full, Associate, Affiliate and Honorary members and their assigned membership number and date of membership.
* To ensure that regular newsletters are sent out to the Charity’s members database.

**Additional Duties*** To be the point of contact for the Charity’s Watches to include ordering and ensuring that the declarations are signed and records are maintained.
* Assist, when required, with the organisation of the Charity’s events
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| Qualifications, skills and knowledge |
| Essential | Desirable |
| * Excellent written and oral skills: the ability to provide quality information at the highest level
* Administration: the ability to add value to the Association through excellent administration, ensure more is achieved
* Budget management skills: You need to be able to work effectively with limited resources.
* Compliance: Experience of working within a regulated sector and dealing with sensitive data
* Technology: Fluent in Microsoft Office programs and database software
 | * Experience of working in a Charity
* Experience working in a military environment
* Improvement: Experience of improving and implementing new processes and ways of working
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| The ideal candidate |
| * Passionate and driven to make a positive impact in people’s lives
* The ability to make everyone feel welcomed and valued in their interactions with the Charity
* Experience of working as a PA to a CEO or Director
* Excellent attention to detail and accuracy
* Excellent organisation skills and the ability to prioritise
* Enthusiastic to work in a fast moving, but very ambitious environment
* Team orientated but takes individual responsibility
* Resourceful and embraces challenge and change
* The discipline to work independently
* Happy to work flexibly to meet the Charity’s needs.
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**About the Charity**

***“Providing a lifetime of support to members and their dependents”***

The Charity gives peace of mind to unit members, veterans and their families, reassuring those that risk everything to protect us have access to a lifetime of welfare and support whenever it is needed.

The unit deploys at the forefront of the war against international terrorism, and the operational intensity that these brave young men experience is unrelenting and unprecedented. Sadly, many of these courageous individuals become damaged in some way as a result of their service on our behalf. They may experience life changing injuries, mental health problems or worst of all may lose their lives to protect our way of life.

The Charity is always there to help serving members, veterans and their families should the worst happen. We provide a wide range of support services to the injured, the damaged, our veterans, families missing a father and widows. It is these services that provide our brave operational teams with the peace of mind that allows them to focus on their jobs without worrying for their futures or their families. That very peace of mind increases their chances of success and coming home safely, but in the worst-case scenarios provides the knowledge of an ironclad commitment to look after them and their families.

Due to the continuing and growing threats in modern global life the demands on our resources are increasing year on year. As the demands on these specialist protectors grow there is no doubt that this pattern of mounting charitable expenditure will continue into the foreseeable future.

**History**

From small beginnings in 1998, the Charity now cares for the needs of a growing number of serving and former personnel and their families, providing a wide spectrum of assistance to a diverse membership, ranging from the serving member injured on operational duty to the veteran facing the challenges of advancing age and infirmity. From the youngest child growing up knowing that their father will be away from home, to the widowed and bereaved, who are living with the permanent loss of their loved ones, we are there.

We are almost unique amongst charities in that, due to the nature of the Charity, we are unable to make a public appeal or to promote the Charity openly. Conventional methods of fundraising such as social media appeals and public collections are therefore unavailable to us.

We therefore rely on the generosity of a discreet network of influential individuals and organisations, who appreciate and respect the vital role that the Charity plays in maintaining the security of our country. In many respects they are our extended family, enabling us to care for our very special immediate family members.

Terms and Conditions

* Location: Poole
* Salary: £25,000
* Hours of work: 37 hrs per week (Part time may be available)
* Annual Leave: 25 days
* Probationary Period: 3 months
* Pension: Available after probationary period
* Private Health Care: Available after probationary period

How to apply

We would like to take this opportunity to thank you for your interest in the Charity.

We know that applying for a job is a two-way process. You will want to find out about the charity as an organisation just as much as we want to find out about the skills, knowledge and abilities that you could bring to the post.

For further information about the opportunity please contact Jenny Hanning, pa@association1664.com

**Your Application**

In the first instance please submit your CV and a covering letter of no more than 2 sides of A4 to:

Jenny Hanning, pa@association1664.com

**Closing Date:** 2nd April 2019

**Interview date:** Week Commencing 8th April 2019

**Start date:** TBC