



Third Sector  
Dumfries and Galloway

## Job Description

Job Title	Personal Assistant to the Chief Executive
Line Manager	Chief Executive
Management of other staff	none
Working hours	Monday to Friday 9am to 12.30pm
Salary	FTE £21455-£24292 PT based on 17.5hrs per week

### Our organisation

The purpose of Third Sector Dumfries and Galloway is to improve the quality of life of the most vulnerable and disadvantaged within Dumfries and Galloway. We do this by working with third sector partners and public sector agencies to identify areas and communities of greatest need, design responses and create an environment for innovation and growth.

Our core services are:

- Helping third sector organisations start, develop and grow
- Encouraging and involving volunteers
- Finding suitable funding
- Creating and delivering sustainable business plans
- Identifying the best way to manage people and money
- Connecting the sector with Community Planning and Health and Social Care Integration

### Overview of the role

- Provide highly organised, professional, pro-active and confidential executive support to the Chief Executive.
- Act as the first point of contact for the Chief Executive, always with a professional and helpful attitude.
- Co-ordinate and monitor actions, deal with matters that do not require further escalation.
- Ensure effective organisation of the Chief Executive's business commitments, responsibilities and diary.
- Pro-actively determine the Chief Executive's requirements in a timely manner, preparing necessary papers, agendas, reports etc, liaising with other staff members and ensuring that the Chief Executive is well briefed.
- Ensure that decisions are based on a good understanding of the operational environment of TSDG and the Chief Executive's relationships and priorities.

## **Job Activities**

Provide highly organised, professional, pro-active and confidential executive support to the Chief Executive. A helpful attitude is essential.

### **Act as first point of contact...**

Act as first point of contact for calls, visitors and enquiries/requests for the Chief Executive, carrying out screening, handling or delegating them if appropriate, in a professional, courteous and efficient manner.

Under the direction of the Chief Executive, deal with incoming and outgoing correspondence, including the Chief Executive's email, demonstrating a high level of accuracy and discretion. Establish and manage systems for tracking correspondence and workload, including diarising time-limited correspondence, and dealing with routine items.

Develop, establish and regularly review practices and standards to manage and maintain the information received and dealt with by the Chief Executive. Ensure effective communication and data management, including storage and retrieval systems.

Provide the monitoring information needed for the TSDG database regarding the Chief Executive's activities.

### **Diary and commitments...**

Management of the Chief Executive's business commitments and diary, making decisions regarding the appropriateness and priority of appointment requests and using independent judgement to make necessary revisions.

Organise personal matters as appropriate relating to the Chief Executive's employment and business commitments, including travel expense returns, membership of professional bodies, external contracts and organisations.

Responsible for planning, arranging and organising meetings, seminars, conferences, travel and accommodation etc.

### **Determine needs, ensure that the Chief Executive is prepared...**

Provide support to the Chief Executive with an emphasis on dealing personally with a wide range of administrative and support issues that do not require the direct involvement of the Chief Executive in the first instance, necessitating an awareness of current key issues which may be of a sensitive nature, and an in-depth understanding of the prevailing local environment and corporate relationships.

Ensure the Chief Executive arrives at all meetings fully briefed in advance, with the relevant paperwork and information.

Prepare and circulate agendas etc, attend meetings and take minutes as and when required.

Prepare presentations, reports, publicity, materials, circulars and internal bulletins as required using, for example, Power Point or other appropriate applications.

## General

May be assigned own projects and areas of responsibility.

Regularly review processes, procedures and business systems within designated areas of responsibility in order to introduce improvements, liaising appropriately with the Business Manager.

Adhere to and promote the organisation's policies, procedures and values.

Produce accurate work, deliver within agreed timescales.

Carry out other duties as may be assigned from time to time, this may include supporting other members of the TSDG team and/or Board Members. Please note that this job description is subject to change as the needs of the organisation change.

## Person Specification

	Essential	Desirable
<b>Skills, Knowledge &amp; Experience</b>		
Significant experience of working in a similar role with minimal supervision	X	
Good attention to detail, able to produce accurate work in a timely manner	X	
Plan and manage workload	X	
Constructively working with a wide range of organisations and individuals	X	
Effectively prioritising workload and correspondence	X	
Effectively organising meetings, diaries, agendas and business	X	
Broad knowledge and understanding of the third sector		X
Ability to use Microsoft Office package.	X	
Excellent organisational skills	X	
Listens effectively and demonstrates excellent interpersonal skills	X	
Strong verbal and written communication skills	X	
Able to work calmly under pressure to tight, multiple and often competing and conflicting deadlines	X	
Able to maintain absolute confidentiality	X	
Capable of solving problems under own initiative and consulting effectively	X	
<b>Education/Qualifications</b>		
HNC or SVQ Level 3 in Admin/Business or equivalent, or can demonstrate level of experience	X	
Good standard of education with minimum English and Maths Standard Grade passes or equivalent	X	
<b>Other Requirements</b>		
Valid driving license and access to a car with business insurance for work purposes	X	