

## Job Description

<b>Service</b>	<b>Catalyst</b>
<b>Job Title</b>	<b>Executive Personal Assistant</b>
<b>Reports to</b>	<b>CEO</b>
<b>Base</b>	<b>Work from home/to be agreed</b>
<b>Hours</b>	<b>18 hours per week</b> Actual working arrangement to be agreed
<b>Salary</b>	<b>£25,000-£28,000 pro rata</b>
<b>Organisation</b>	Catalyst is a non-profit organisation working with people who are dealing with issues associated with their mental health and wellbeing, and/or drug and alcohol use. We believe in peoples' ability to change and are proud of our non-judgmental ethos.
<b>Purpose of Job</b>	To provide administrative support to the CEO as directed.

**This post is subject to the Disclosure and Barring Service (DBS) check at an enhanced level. Please note past drug and/or alcohol or criminality history will not necessarily discount you from undertaking this role.**

### Key Activities:

- To arrange appointments and manage diaries, liaising with internal and external parties
- To manage and organise fluid diaries, showing confidence in handling diary clashes and conflicts
- To exercise sound judgement in prioritising appointments, both internal and external, highlighting matters requiring urgent attention and dealing with routine issues
- To plan and arrange meetings, implement and monitor completion of follow-up actions and 'prompt' for timely completion as appropriate
- To manage, organise and co-ordinate high profile events and conference attendance
- To take responsibility for responding to general e-mails and drafting more complex correspondence and communication for final approval
- To screens telephone calls, correspondence and/or visitors
- To provide administrative support to the CEO, including taking minutes for Strategic Leadership Team meetings
- To gather agenda items and supporting papers for Strategic Leadership Team meetings
- To prepare and circulate papers for the Trustee meetings
- To attend other meetings as requested/appropriate
- To accept responsibility for own personal safety and to strictly adhere to the safety guidelines laid down by Catalyst at all times

### General Terms of Reference:

In carrying out the above duties the post holder will:

- Seek to improve personal performance, outcomes, contribution, knowledge and skills
- Keep abreast of developments in services, legislation and practice where appropriate

- Contribute to maintaining safe systems of work and a safe environment
- Represent Catalyst at external agencies and support the values, workings and ethics of the Catalyst approach to client work
- Undertake other duties appropriate to the grade of the post

Catalyst operates a no smoking policy on the premises, which also prohibits the smoking of e-cigarettes

Person Specification		
	Essential	Desired
<b>Qualifications and experience</b>		
A minimum of 3 years of PA/Executive Assistant experience	✓	
Qualification in a relevant subject, e.g. business administration		✓
Experience in event planning		✓
Experience of working in Voluntary sector		✓
<b>Knowledge and skills</b>		
A strong attention to detail	✓	
Excellent verbal and written communication skills	✓	
Ability to work under pressure effectively and to meet deadlines	✓	
Outstanding organisation skills and ability to multi task with ease and deal with conflicting priorities	✓	
Demonstrate ability to deal appropriately and with integrity on all company confidential matters	✓	
Ability to work both independently and within a team environment	✓	
Ability to cope well with ambiguity and change	✓	
Ability to prioritise effectively and work on own initiative	✓	
Confident in own abilities	✓	
Ability to communicate with a variety of stakeholders appropriately and constructively	✓	
Formal project management skills		✓
<b>Information Technology</b>		
Manual dexterity to use computer keyboard and mouse	✓	
Highly proficient in the Microsoft Office package, most notably Outlook, PowerPoint, Excel and Word	✓	

## **Equal Opportunities Statement**

We acknowledge the unique contribution that all Catalyst employees and clients can bring to our organisation in terms of their culture, race, gender, sexual orientation, gender reassignment, marital status, nationality, age, religion or belief and any physical disability or history of mental health or additional problems.

All appointments and promotions are based on merit and no job applicant or employee will be treated unfairly or discriminated against. All staff have equal access to staff development.

Any member of staff who breaches this policy may be subject of grievance and/or disciplinary procedures.

### **Please note:**

- This job description may be varied from time to time as agreed by the post holder and line manager.
- This job description is subject to annual review.