

JOB DESCRIPTION

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| JOB TITLE: | PA to Chief Executive (Executive Assistant) |
| RESPONSIBLE TO: | Chief Executive |
| RESPONSIBLE FOR: | Administration Staff and Volunteers |
| LOCATIONS: | Birmingham |
| HOURS: | 21 hours a week |

JOB PURPOSE AND ROLE:

To support the Chief Executive, Chairman and Boards of Trustees of Age UK Birmingham and Age UK Sandwell in the general smooth running of the organisations. To undertake a range of administrative and secretarial duties for the organisations, and to support the Chief Executive and Board in order to facilitate the general efficiency and governance of Age UK Birmingham. Support the organisation in its relationships with external bodies.

To administer HR activities and utilise and develop a range of systems to support efficient, high quality HR processes and practices across the group.

To provide administrative support to managers and employees on HR policy and processes. To be able to demonstrate commitment to the values and mission statement of Age UK Birmingham and Age UK Sandwell, by providing the highest possible level of service to your internal customers.

PRINCIPAL RESPONSIBILITIES AND DUTIES

1. To support the Chief Executive Officer in the governance of the group and support for the Boards and their committees.
2. To personally deal with all confidential correspondence for the Chief Executive.
3. To maintain confidentiality at all times.
4. To produce legally compliant and complete minutes of all Board and committee meetings within the agreed timescales, with flexibility of working arrangements to ensure meetings and minute production are of the highest priority.
5. To be a point of contact for callers and enquiries for the Chief Executive.
6. Assist the Chief Executive in the compilation and circulation of staff communications within an agreed timescale (e.g. Bi-monthly Newsletter)

7. To organise the compilation of reports, corporate plans, meetings, conferences, AGM's, and other work as requested. This will include meetings to be conducted via Microsoft Teams and/or Zoom and other appropriate platforms.
8. To be able to support the CEO, Board Members and other participants with technical issues with Microsoft Teams and other virtual meeting platforms in use by the organisation (accessing/joining etc.). Refer more complicated issues to the IT Support Team or Head of Information Technology/Chief Technology Officer as appropriate.
9. To be the first point of contact for all types of HR enquiries, fielding calls, providing information or referring on to other team members or Head of Operations as appropriate.
10. To assist the Head of Operations in the administration of the Breathe HR system.
11. To carry out recruitment administration, co-ordinating advertising, issuing job packs, scheduling interviews, booking venues, communicating with applicants and collating equal opportunities information.
12. To create and maintain an up to date recruitment tracker of current vacancies and status, including number of applications received and progressed. Administration at all stages of the recruitment process including advertising, collating and providing information to relevant managers, collating applicant packs, short-listing, organising interviews and administering relevant pre-employment checks including references, DBS checks, local authority checks and health checks and candidate liaison throughout, promoting Age UK Birmingham and Age UK Sandwell as a great place to work.
13. To organise and prioritise one's own workload
14. To liaise with outside agencies such as the Charity Commission, statutory bodies, voluntary organisations, solicitors and other such partners
15. To ensure that all information is circulated to staff, Directors, Trustees, volunteers and other Age UK's as requested
16. To support the organisation in achieving its quality marks
17. To administer and update handbooks and induction packs for Trustees/directors
18. Participate in and contribute to project and working groups across the organisation as requested. Maintain an administrative function with Charitylog and oversee training and keep updated of any changes to the system.
19. Responsible for processing DBS documentation and maintaining any recording mechanism in place

20. To participate in the organisations supervision and appraisal system and undertake any training as deemed appropriate for professional development
21. To undertake any other duties relevant to supporting the Chief Executive in her/his role and any other duties as required, as commensurate with this post.
22. To work within the ethos and according to the policies of Age UK Birmingham
23. You will be responsible for the line management of the administration staff/ volunteers

Other Information

- Age UK Birmingham and Age UK Sandwell are in full membership of and work within the philosophy and principles of the Age England Association.
- Age UK Birmingham is committed to equal opportunities, principles and practices.
- All staff, in their particular roles and working collaboratively, will be expected to pursue the aims and objectives of Age UK Birmingham and Age UK Sandwell set out in the overall strategic plan for the Organisations.