



Shine Lincolnshire

## **JOB DESCRIPTION**

**Job Title:** PA to the Management Team

**Reporting To:** Business Manager

**Hours:** Minimum of **14 up to 21 Hours** (*Negotiable for the right candidate*)

**Salary:** *Negotiable dependant on experience*

**Contract Length:** 12 Months FTC (Annual review)

**Location:** Shine Lincolnshire (Lincoln)

### **Main Purpose of the Job**

1. To provide a high level of confidential personal assistant support which contributes to the overall work of the Chief Executive and Business Manager.
2. To support the work of the Shine management team.

### **Principle Tasks and Responsibilities**

#### **Operational**

3. As PA the post holder acts as a personal assistant to both the Chief Executive and Business Manager to ensure a high calibre confidential, comprehensive, secretarial and an administrative service is provided. This includes using own initiative and judgement in prioritising and distributing mail, initiating action required and setting/noting deadlines, drafting letters and collating information to ensure timeous response. This requires the use of PA's own initiative and judgement in prioritising key and urgent tasks, actions, forwarding to appropriate staff for action, noting and closing down deadlines. The postholder communicates and negotiates effectively at all levels in a professional and reasoned manner daily by face to face, telephone and email with colleagues, partners, and stake holders.
4. The postholder is required to exhibit a high level of confidentiality, sensitivity and political awareness and use skills of tact and diplomacy and



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to ensure that the high-profile nature of the work of the management team is always maintained.

5. The post-holder is responsible for the management of the Chief Executive's (CEO) busy diary to ensure effective and appropriate use of time by allocating appointments using discretion and exercising significant influencing skills allowing prioritisation of the CEO's workload to meet deadlines.
6. The postholder is required to communicate, build, and nurture relationships with external contacts.
7. Required to liaise on a regular basis with other staff to schedule and plan the work associated with the achievement of objectives and performance management outcomes related to our business.
8. Facilitate meetings by arranging venues/facilities, prepares agenda and circulates relevant papers. The post holder attends meetings, when required, taking accurate minutes, and following up any actions deemed appropriate.
9. The post-holder must use their initiative when collating information requested by the management team making extensive use of internal and external Internet web searching facilities.
10. The post-holder manages a filing system, which provides the CEO with the necessary paperwork for all meetings ensuring that any additional materials are sourced and available.
11. Maintain personnel records for staff and assist the Business Manager with HR documents as required.

## **General**

12. Promote and support the achievement of Shine Lincolnshire's development plans.



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13. Act as a positive ambassador for Shine Lincolnshire and Mental Health services in Lincolnshire.
14. Maintain a high standard of probity in professional, personnel and financial matters, maintaining good relations with colleagues and external partners and to act in accordance with Shine Lincolnshire's code of conduct, safeguarding policies, and other relevant organisational policies.
15. Uphold and promote Shine Lincolnshire's commitment to equality and diversity and the value of lived experience.
16. Undertake any other reasonable duties as they arise in the future.

### **Person Profile**

17. Tact and diplomacy skills to demonstrate a high level of discretion and confidentiality
18. Excellent organisation and interpersonal skills with the ability to prioritise the workload working on own initiative and as a member of a team when appropriate.
19. Meticulous approach to work with excellent written and verbal communication skills
20. Strong IT skills, with confidence to work remotely and virtually.
21. Ability to work flexibly, independently, and unsupervised.
22. Qualifications and experience – Level 2/3 or equivalent as a minimum as well as at least 3 years' experience in a similar PA position or senior administrative role. Experience or knowledge of the Voluntary & Community Sector is an advantage.