

PA to the Director

Responsible to: Administration and Project Support Manager

Hours: 3 days per week (22.5 hours – can be worked over four days to allow flexible working if preferred)

Salary: £24-£27,000 pa pro-rata

Location: Hybrid home and office-based (London), with a minimum of one day in our shared office in Finsbury Park per week

Reporting to: This post directly reports to the Director

Role purpose

The PA to the Director will be responsible for providing high quality, proactive administrative and project support to the Director. In particular, they will:

- Act as PA to the Director, proactively providing diary management and general support.
- Provide administrative and project support to the wider team.

Main responsibilities

PA support to the Director

- Full diary management for the Director including scheduling, prioritising, and screening diary requests, proactively managing potential conflicts to ensure seamless co-ordination.
- Responsibility for booking travel and organising associated logistics, where required.
- Responsibility for organising events and meetings connected to the Director's work in a concise way, to include ensuring Teams and Zoom links are booked and joining instructions are clear.
- Provide a range of executive support, including organising and preparing meeting documentation.
- Prepare quotes for clients under the guidance of the Director.
- Liaise with clients, community groups and colleagues on behalf of the Director and particularly ensuring that follow up from meetings is actioned effectively and to a high standard.
- Any other ad-hoc support tasks, as required by the Director.

Administrative and project support to the wider team

- Business support as agreed and delegated under the guidance of the Administration and Project Support Manager.
- Training course administration for both our open public courses and bespoke training contracts.
- Provide technical and general support for meetings, assisting with Zoom and break out rooms where needed.
- Assist with recruitment and basic HR administration (for example by organising interviews).

- Answer routine email and telephone enquiries, or ensure they are directed to the appropriate person.
- Any other administrative or project support tasks, as required by the Administration and Project Support Manager or the rest of the team.

Person specification

Skill	Essential/Desirable
Demonstrable experience of general administration	Essential
Excellent organisational skills with the ability to plan and prioritise to deadlines and under pressure	Essential
Confident in using Microsoft IT systems (ideally including SharePoint)	Essential
Excellent interpersonal skills and accurate written and verbal communication	Essential
Reliable, enthusiastic, and proactive, with the ability to work under minimum supervision	Essential
Committed to equality and social inclusion	Essential
Willing to contribute to the open team ethos, feeding in ideas to help us better meet our vision	Essential
Enthusiasm for working with diverse community groups	Essential
Team player, able to adapt as needed	Essential
Can react to the demands of new contracts and changing workloads	Essential
Demonstrable experience of PA support (including diary management) at Director level	Desirable
Willingness to work evenings and weekends if required (time off in lieu given)	Desirable