

Job Description

Title:	Personal Assistant to CEO and PSCU Board
Date:	June 2019
Reporting to:	Chief Executive Officer
People Responsibility:	None
Personal Attributes:	<p>You are our organiser extraordinaire. Extremely efficient, proactive and with a clear sense of priorities.</p> <p>You are intuitive, responsive and have a keen eye for detail. You deliver your duties with great care, diligence and confidentiality.</p> <p>You deliver excellent customer service, are professional and solution focussed. You take pride in the work you deliver and enjoy working with others.</p> <p>You demonstrate a great ability to manage multiple priorities and ensure that your stakeholders are kept supported and informed. You deliver your duties with a flexible approach and are happy to support your colleagues should the business require it.</p>
Key responsibilities:	<ul style="list-style-type: none"> • Assist the CEO and Board with diary management, arranging conferences, booking travel arrangements, meeting set up, editing documents etc • Attend Board meetings and take accurately recorded minutes • Set up meeting rooms and refreshments as required • Create and distribute Board packs for the Board and liaise with other members of the PSCU team for contribution to reports • Ensure that actions from meetings are documented and circulated in a timely manner • Chase owners of actions for updates and information • Proofread and edit documents on behalf of CEO • Set diary dates and attendance as well as organise Board subcommittee meetings • Provide administrative and minute taking service to Friends of Plane Saver (FOP) charity • Support the Compliance Officer and Project Officer as required • Support the CEO with recruitment activity as and when necessary • Maintain accurate records through established systems and procedures • Maintain and develop own skills, knowledge and behaviour as well as keep up to date with regulatory standards and changes • Demonstrate the PSCU values and competencies at all times • Assist with other projects and activities as and when required
Qualifications:	Essential:

	<ul style="list-style-type: none"> • Good level of Maths and English (minimum grade C at GCSE level) <p>Desirable:</p> <ul style="list-style-type: none"> • Professional Qualification to underpin a business support role such as Word Processing/Excel etc
Experience:	<p>Essential:</p> <ul style="list-style-type: none"> • Working in a similar role supporting senior business leaders • Compiling and distributing Board packs • Working within a service orientated role • Professional Minute taking <p>Desirable:</p> <ul style="list-style-type: none"> • Working within a financial services environment • Working in a medium sized non-profit organisation
Knowledge/Abilities:	<p>Essential:</p> <ul style="list-style-type: none"> • A strong working knowledge of Microsoft Office packages • Ability to take and transcribe professional meeting minutes • Excellent oral and written communication skills • Must be willing to sometimes work out of hours, on weekends and in offsite locations (mainly central London) <p>Desirable:</p> <ul style="list-style-type: none"> • Knowledge of the Credit Union Sector • Knowledge of the non-profit or voluntary sector

Values and Competency Framework

Value	Competency	Level 1	Level 2	Level 3
Fairness	We deliver with Integrity	X		
	We are Ethical	X		
Being Responsible	We take Accountability	X		
Being Brave	We Positively Challenge	X		
	We Think Differently	X		
Service Excellence	We Communicate	X		
Working Together	We Learn	X		
	We are Supportive	X		