

# Personal Assistant to the Chief Executive

Deadline for applications:  
5pm on Tuesday 7<sup>th</sup> May 2019

## Background

Leeds Community Foundation is a registered charity, supporting thousands of local charities and voluntary groups (Third Sector Organisations or TSOs) across the city of Leeds and increasingly the city of Bradford, addressing inequalities and working together to help create opportunities for those that most need help.

As part of a national network of 46 UK Community Foundations<sup>1</sup>, we invest in these TSOs by distributing grants and sharing advice – acting as a catalyst for positive change.

Leeds Community Foundation relies on the generosity of individuals, businesses and public sector organisations to help local people to gain the support they need now, while investing in a brighter future for all.

Since its origins in 2004, the charity has built on its strong foundations to serve local people. We invest in community solutions to the challenges and opportunities presented to that community, doing 'with' the organisations and individuals who will benefit from the positive change.

Over the next 5 years, our **Plan 2024: Ambitious for All** will ensure that Leeds Community Foundation is agile in response to social and economic challenges, and political change, but crucially will need to establish a firm foundation for long term resilience and steady growth.

**Plan 2024** is designed to channel that energy into a shared reality and build a better future now for the communities of Leeds and Bradford that need it most.

## Personal Assistant to the Chief Executive Role

We are looking for a committed individual to join our dynamic team to provide administrative support to our Chief Executive. This is a great opportunity for a reliable, organised and highly motivated individual who is keen to learn fast and enjoys working on a variety of tasks in a busy office environment.



<sup>1</sup> <https://www.ukcommunityfoundations.org>

## Job Description

- Job title:** Personal Assistant to the Chief Executive
- Reports to:** Chief Executive
- Line Reports:** None
- Salary:** £17,000 - £20,000 p.a. FTE, dependent on experience. Salary will be pro rata, as this is a part time position of up to 17.5 hours per week.  
Contributory pension starting at 4% on completion of probation period.
- Hours of Work:** Part time, up to 17.5 hours per week, ideally covering each day, Monday to Friday between our office hours of 9am and 5pm. We are willing to be flexible within these parameters.
- Contract Term:** Permanent, subject to a probationary period of 3 months.
- Place of work:** Leeds (city centre offices). We encourage use of public transport where possible, but a mileage allowance is offered for business vehicle and bike mileage.
- Equal Opportunities:** Leeds Community Foundation is an equal opportunities employer. We value diversity, promote equality and challenge discrimination. We welcome applications from people of all backgrounds and we particularly encourage applications from disabled people, Black, Asian and Minority Ethnic people, and trans and non-binary people, who are currently under-represented within our staff team. Our offices are fully accessible.

### Main purpose of the role

To support the Chief Executive with a range of administrative tasks, including:

- Email and diary management
- Scheduling and longer term diary planning
- Meeting preparation and follow up
- Recording details onto our CRM system (bespoke version of Salesforce, called DIGITS)
- Maintaining filing systems (both electronic and paper filing)
- Screening and handling phone calls and enquiries
- Corresponding on behalf of the Chief Executive, where appropriate
- Booking of travel and accommodation
- Minute taking, where required
- Preparing documents, briefing papers and reports
- Carrying out background research and presenting findings

## Other

We expect all staff to:

- Comply with relevant policies & procedures including, but not limited to:
  - o Health and Safety policy and associated safe working procedures and guidelines
  - o Data Protection policy
  - o Equal Opportunities policy
  - o Confidentiality policy
- Participate in team-working and staff development activities and attend training events
- Actively support the values of Leeds Community Foundation
- Undertake any other duties commensurate with the grading of the post, which may reasonably be required from time to time

## Person specification

The successful applicant will have at least two years' experience of providing administrative support to an executive level and excellent attention to detail, as well as being able to multitask effectively and efficiently.

To be demonstrated as part of your C.V. and cover letter, as well as at the interview:

<b>Attitudes</b>	<ul style="list-style-type: none"> <li>- Highly motivated, with enthusiasm, diligence and determination</li> <li>- Ability to use own initiative but work well as part of a team</li> <li>- Demonstrates commitment to the principles of equal opportunities and respecting diversity and inclusion</li> <li>- Adhere to the Foundation's values (listed above)</li> <li>- A commitment to making Leeds and Bradford cities of opportunity for all</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>- Excellent written and verbal communication skills</li> <li>- Excellent organisational abilities</li> <li>- Attention to detail</li> <li>- Excellent computer and administration skills, with experience of Outlook, Word, Excel and databases (Salesforce)</li> <li>- Proven time management skills and flexibility to balance competing priorities while working to deadlines</li> <li>- Discretion and understanding of confidentiality issues</li> <li>- Ability to work under own initiative</li> </ul>
<b>Essential Experience</b>	<ul style="list-style-type: none"> <li>- A minimum of two years' experience of providing administrative support at an executive level</li> </ul>
<b>Desired Experience</b>	<ul style="list-style-type: none"> <li>- Experience of working with charities, community groups and social enterprises</li> <li>- An understanding of social issues in Leeds and Bradford</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- 5+ GCSEs, including English and Maths, at grade C or above, or equivalent qualifications</li> <li>- Relevant work experience is valued</li> </ul>

## How to apply

The closing date for applications is 5pm on Tuesday 7<sup>th</sup> May 2019.

Interviews will be held on Thursday 16<sup>th</sup> or Friday 17<sup>th</sup> May, with a view to the successful candidate taking up their post as soon as possible.

To submit an application for this job, please send a completed Equality & Diversity monitoring form, your C.V. and a cover letter (no more than 2 sides of A4) stating why you think you would be ideal for the position, based on the Job Description and Person Specification detailed above.

Please submit applications by email to Simone Ivatts: [simone@leedscf.org.uk](mailto:simone@leedscf.org.uk)