



Personal Assistant to the Directors

Grade:7

Directorate: Chief Executive's Office

Location: WWT Slimbridge Wetland Centre

Reporting to: Senior Personal Assistant

Main function of post: To provide support to the Senior PA in the administrative, logistical and other support requirements of the WWT Executive, operating and performing to the highest professional standards using initiative and demonstrating confidentiality and judgment

Supervisory responsibilities: None

Responsibilities of the post

1. Support the Senior PA in managing the administration across the CEO, COO, Director of Operations, Director of Finance and Support Services and Director of Fundraising, Marketing and Communications in accordance with WWT's policies and procedures.
2. When required, support the Senior PA to organise itineraries, travel arrangements (international and UK) and accommodation for members of the Executive team.
3. Where required, prioritise and screen enquiries, emails and correspondence, preparing responses, organising follow up and dealing effectively with messages and enquiries.
4. Support the Senior PA in making all arrangements for Council Meetings, Management Board Meetings, the Finance, Audit and Risk Committee, the Annual General Meeting and Senior Management Team Meetings.
5. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
6. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.
7. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.

8. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
9. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

Date raised: September 2020

Amended: N/A

Person Specification

1. Qualifications

Essential:

- Good general education to at least 'A' level standard or equivalent (including GCSE English Language and Mathematics)
- Current driving licence as the ability to travel to other locations is essential

2. Experience

Essential:

- Good experience as a Secretary/PA at a senior level;
- Demonstrable ability to set up and coordinate internal and external meetings, with high profile and senior people as well as large groups;
- Experience of effectively taking and preparing minutes and writing reports;
- Experience of effectively and efficiently running all administration for a senior manager;
- Experience of liaising and co-operating with a wide range of people at all levels
- Demonstrable experience and proficiency in a wide range of secretarial skills including the use of Microsoft Office software (Word, Excel, Outlook, PowerPoint), minute taking and writing correspondence.

3. Managerial & Supervisory

Essential:

- Ability to monitor the work of other staff who are not direct reports and chase up outstanding actions as required

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0
Volunteers	0	0
Casual Workers	0	0

4. Responsibility

Essential:

- Responsible for working on own initiative and meeting deadlines;
- Responsible for maintaining absolute trustworthiness and confidentiality at all times;
- Able to operate and perform to the highest professional standards using initiative and demonstrating confidentiality and judgement on a daily basis.

Levels of Responsibility:

Type of Responsibility	Level (£'s)
Budget Responsibility	£500
Income	N/A
Project Size (normally managed)	N/A
Assets (required for job, exc. buildings)	N/A
Visitors (number per annum)	N/A

5. Creative Ability

Essential:

- Ability to support the set up and operate effective systems and task allocation to ensure that the Executive team are fully supported
- Able to deal with urgent situations as they arise
- Ability to plan and organise effectively
- Ability to respond and to react to changing circumstances on a regular basis and to address and adapt to the consequences of change
- Possessing an eye for detail and the ability to format documents to a high standard.

6. Contact

Essential:

- Ability to communicate professionally both in writing and verbally, composing correspondence and emails with fluency;
 - Ability to deal with people at all levels sensitively and effectively;
 - In possession of confidence and an outgoing, positive character but able to exercise absolute discretion at all times.
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General Notes

This position will from time to time require work during some evenings to meet the needs of the post.

The nature of this post, which encompasses access to personal data and confidential documentation, means that a high degree of personal integrity and discretion is a requirement of the post.