

JOB DESCRIPTION

Job Title:	Executive Assistant
Hours:	37.5 hours per week (part time hours will be considered)
Term:	Permanent
Reports to:	Chief Executive Officer
Salary :	£25,000 - £30,000

A little bit about us

Addenbrooke's Charitable Trust (ACT) is the dedicated NHS charity for Cambridge University Hospitals. Cambridge University Hospitals is a family of hospitals comprising Addenbrooke's and The Rosie (maternity hospital) and, from 2025, the brand new Cambridge Children's Hospital and Cambridge Cancer Hospital. Our hospital delivers expert care for patients – locally, regionally and nationally and contributes to some of the most important biomedical research in the world today. Charitable donations fund high-tech equipment, new buildings, specialist staff, extra comforts and vital research to find potential cures and help save lives locally, nationally and worldwide.

We strive to make sure that all our activities are carried out in line with our organisational values, and that we are:

Supportive, Innovative, Ambitious and that we **ACT with Integrity**

Role Summary

We are looking for an experienced PA who has worked in roles with Senior Executives to provide a high level, professional and confidential service to the Chief Executive and other members of the Senior Management Team covering all aspects of secretarial and administrative support to ensure the smooth running of the charity.

Main Duties and Responsibilities

- To act as Personal Assistant to the Chief Executive.
- To assist the Chief Executive in planning and managing the business and governance of the charity; including board and committee scheduling; agenda planning; assembling and despatching agenda and papers; room booking and preparation; liaison with trustees; minute-taking.
- Support the Chief Executive and trustees in maintaining good governance; including support with Charity Commission returns; trustee recruitment, inductions and appraisals; expenditure approvals under scheme of delegation; distribution of relevant guidance.
- Establish and maintain excellent working relationships with internal/external stakeholders including our colleagues in the hospital and the board of Trustees to ensure they receive high quality support.
- Provide assistance to the members of the Senior Management Team to support them in execution of their duties and the effective working of the charity; including assistance with diary planning and management; document preparation; note taking; meeting and travel planning; dealing with mail, telephone, personal and e-mail queries in an efficient, courteous, professional and timely manner.
- Receive telephone calls and visitors, exercising judgement over how to respond in order to assist in managing the workload of the Chief Executive and Directors.
- Be responsible for the organisation of corporate filing systems and retention of key corporate records.
- Support the cycle of management and all staff team meetings; including scheduling and calling for agenda items.
- Responsible for the accurate minute taking of all Board meetings and Committee meetings and the distribution of minutes for meetings.

- Review minutes to ensure that actions arising from meetings are carried out and brought forward to future agendas as appropriate.
- Provide mentorship and guidance for the professional execution of administrative duties for wider staff members of the ACT team.

General Corporate Requirements

1. To abide by ACT's corporate policies, procedures, standing orders and standing financial instructions as varied from time to time.
2. Not to make public statements relating to the affairs of ACT without prior authority of the Fundraising Director, Finance Director or Chief Executive.
3. To ensure the effective and efficient use of ACT's resources
4. To ensure that all duties are carried out to the highest possible standard
5. To be aware of individual responsibilities under the Health and Safety at Work Act (1974)
6. To respect the confidentiality of all matters learned in the course of employment and respect the requirements of the Data Protection Act (1998)
7. To work in line with the Fundraising Regulator Code of Practice and other relevant legislation and guidance
8. To ensure due regard is given to customs, values and spiritual beliefs of supporters, patients, carers and their relatives
9. To participate in team meetings, planning and any corporate development activities and initiatives as may be identified from time to time
10. To undertake any other reasonable task as may be identified as necessary by your line manager, or by the senior management team from time to time

The job description outlines the duties required of this post to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties may be varied from time to time which do not change the general character of the job or the level of responsibility outlined

The closing date for applications is **Sunday, 7th November 2021, however we reserve the right to close this vacancy once a sufficient number of applications have been received or a successful candidate is found.**

Addenbrooke's Charitable Trust is an equal opportunities employer actively working towards a diverse workforce. We therefore positively encourage applications, regardless of age, race, religion & belief, gender, gender reassignment, sexual orientation, marriage & civil partnership, pregnancy & maternity or disability.

PERSON SPECIFICATION

Essential	<ul style="list-style-type: none">• Excellent communication skills• Excellent attention to detail• Highly organised, flexible, with a “can do” attitude• Proficient in MS Office (Word, Excel, PowerPoint/Outlook)• Good general numeric skills• The initiative and ability to work independently and collaboratively• Ability to prioritise effectively• Ability to maintain high standard work practices and ensure integrity, respect and confidentiality• A high level of diplomacy, tact, discretion and sensitivity• Approachable, with a friendly manner and positive attitude• Ability to remain calm, focused and professional in a busy role• Ability and willingness to learn new skills and develop professional knowledge• The drive and passion to go the extra mile• Experience of working with colleagues at Board Level
Desirable – not essential	<ul style="list-style-type: none">• Experience of working in a hospital or medical environment• Experience of working in a charity