



START SOMETHING

YOUR NEW ROLE AT THE TRUST

JOB TITLE:	Executive Assistant	PAY BAND:
FUNCTION:	CEO Office	Support Delivering Specialist/Managerial Technical Lead/Function Head Senior Leadership Team
THE TEAM:	The Executive Assistant team are part of the CEO Office department and provide high-level administrative support the Executive Leadership Team (ELT).	










WHERE YOU WILL FIT

CEO	Head of The Chief Executive's Office	Executive Assistant
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HOW DOES THIS ROLE IMPACT YOUNG PEOPLE?

Our Chief Executive Office team consists of three Executive Assistants who encounter a wide range of colleagues across The Trust and external partners. You will provide a discreet and efficient service to our senior leaders and their teams, enabling them to do their best work for our Young People.

WHAT WILL YOU DO?

-  Provide flexible, timely and proactive day to day PA support to the Directors of the Executive Leadership Team and wider Senior Leadership Team as required.
-  Extensive diary management ensuring that the Director's time is used to optimum effect and in a complementary way, with a focus on preparation for external and internal meetings.
-  Act as a first point of contact for the Directors, managing internal and external relationships; ensuring correspondence and requests are responded to directly or referred to others and tracked as appropriate to ensure high levels of customer service and business continuity. Take responsibility to ensure that deadlines set by the Directors are met.
-  Make all necessary arrangements for meetings and other events. Take responsibility for ensuring that the Directors are fully briefed for all meetings and that presentations and papers are ready in good time particularly ensuring the integrity and provision of high quality, accurate information to Executive Leadership Team, Council and supporting Committees. Attend meetings with the Directors and take minutes/action points where necessary.
-  Provide secretariat support to Committee/Board meetings where required, working closely with the respective Director on the agenda and supporting papers.
-  Manage administration proactively, dealing with requests, identifying issues for action and further distribution and intercepting papers/e-mails and taking relevant action on behalf of the Directors.
-  Work closely with the Head of the Chief Executive's Office and Executive Assistant team to ensure the highest administrative standards are upheld and best practice is adopted. Provide holiday cover for the team when required.
-  To exercise judgment and initiative in ensuring the confidentiality of the business of the Executive Leadership Team, often dealing with sensitive information, HR issues and confidential matters.
-  Responsible for actively contributing to an equitable, diverse and inclusive workplace.



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THE SKILLS YOU'LL BRING

All of the roles at The Trust are key to our success and there are certain skills we need to be successful. And while we will shortlist the most qualified people for the role, we ask everyone for a supporting statement. If you think you could do the role, but don't have all the desirable experience, we would still love to see an application from you.

WE REALLY NEED YOU TO HAVE THESE

Skills & Knowledge	Why do we need this?
Exceptional organisational and diary management skills	Staying organised is the most critical aspect of the role. You will manage diaries, tasks and projects at once and keeping track of information and records.
Able to build open and constructive relationships	You will be liaising and building relationships with a range of internal and external stakeholders
Flawless communication and presentation skills, both written and verbal	You will be communicating with a range of internal and external stakeholders on a daily basis so will need good communication skills to perform efficiently and effectively in the role.
Strong problem-solving and decision-making skills	You will be handling multiple tasks, and if issues arise, you may need to find ways to resolve issues effectively and independently.
The ability to multitask and prioritise an everchanging workload	You will be keeping track of multiple schedules, meetings and tasks so you will need to be able to prioritise and multitask.
The ability to work under pressure and meet deadlines	This is a busy and demanding role that require you to work under pressure and complete tasks in a timely manner.
Excellent IT skills in Microsoft Office	You will be using MS Office daily so will need to be proficient with all packages
Experience	Why do we need this?
Several years' experience in a senior administrative or PA post at Board level working in a high pressure, fast paced and public facing role.	You will need to hit the ground running and navigate The Prince's Trust quickly, therefore, previous EA experince would be required.
Experienced in minute taking	You will be required to attend meetings with the Directors and take minutes when required.

WE WOULD LOVE IT IF YOU COULD DO THIS

Experience	Why do we need this?
Experience of working in the Charity Sector	Knowledge of how the charity sector works would be advantageous
Skills & Knowledge	Why do we need this?
Formal secretarial/ administration qualification	Not essential but this would be beneficial given the range of responsibilities in this role.






WHAT DO WE EXPECT FROM YOU?



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OUR VALUES

Our values are at the heart of everything we do – they articulate who we are and how we work together to achieve our aims to help young people.

 Inspiring We lead by example	 Approachable We are open minded and value diversity	 Empowering We enable positive change	 Non-Judgemental We focus on the potential, not the past	 Passionate We are absolutely committed to supporting young people
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Here at The Prince's Trust, we're committed to equality, diversity and inclusion. We want to be an organisation that's representative of the communities we serve, which is why we strive for diversity of age, gender identity, sexual orientation, physical or mental ability, ethnicity and perspective. Our goal is to create an environment where everyone, from any background, can be themselves and do the best work of their lives.

We're a Stonewall Diversity Champion and we are Disability Confident employer. Our staff, volunteers and young people are supported by PT CAN (our Cultural Awareness Network), PT GEN (Gender Equality Network), PT DAWN (Disability & Wellbeing Network) and Pulse (LGBTQIA+ Network). For more information, [click here](#).

OUR BEHAVIOURS

We expect certain behaviours from you about how you interact with colleagues, our partners, young people & the public. As someone who works in the delivery level, we would expect that you live these behaviours.

Leading by Example	Continuous Improvement	Effective Communication	One Team	Delivering Results
You inspire others through passion for what we do You keep young people and our end goal in mind You build trust in others by demonstrating reliability You engage in challenges with optimism and resilience You're authentic and bring your unique talents to work, encouraging others to do the same	You seek out opportunities afforded by change, adapting accordingly and to enhance own development and build expertise. You suggest improvements and alternative approaches wherever appropriate You give and receive feedback, harnessing new information to improve your own performance	You're approachable, clear and professional You treat people as individuals, tailoring communication and influencing style accordingly. You communicate difficult messages and challenge others' thinking effectively You listen to others with empathy and sensitivity You act as an ambassador for The Trust whenever communicating externally	You offer support to colleagues and ask for help when needed You manage the expectations of others, gaining buy-in where required You share knowledge and information You build relationships with others across The Trust and externally, where appropriate You act as an ambassador for your own team across The Trust	You manage projects effectively; planning, organising resources and reprioritising as required You monitor progress towards milestones, taking actions to ensure deadlines are met You make effective, data-driven decisions, considering consequences and consulting with others where appropriate You take the initiative to solve problems and develop several potential solutions

THE WELFARE OF OUR YOUNG PEOPLE

The Prince's Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. As part of this commitment we undertake basic disclosure checks in accordance with the Codes of Practice for all roles within the Trust, and for our roles working directly with young people, at an enhanced level. Having a criminal record will not automatically exclude applicants.