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| Job title | Executive Assistant to the CEO (Maternity Cover) |
| Location | WC1, London (Hybrid) |
| Reports to | Chief Executive Officer |
| Main responsibilities | To provide executive support to the CEO and Board of Trustees, as well as adding administrative support and office management function for the Staff Team. |

Critical Competences

- Clear written and verbal communicator;
- Self-motivated and have excellent organisational skills and strong attention to detail;
- Excellent time management and ability to work to multiple deadlines;
- Ability to analyse problems and find efficient solutions, showing initiative and flexibility;
- Capacity to understand and retain a number of complex administrative functions;
- Good team member, excellent interpersonal skills and ability to relate to people at all levels internally and externally. Understands the value of working with others;
- Aligned with Christian ethos and values of Prison Fellowship and able to promote the Christian mission of the charity.

Knowledge and skill requirement

- High level of secretarial expertise and competence, including proficiency in diary management;
- Strong understanding of the basics of charity governance and administration;
- Good working knowledge of MS Office applications. Knowledge of Raiser's Edge (our CRM) is desirable;
- Excellent numeracy and literary skills;
- Essential: 3 years' experience of working in a general administrative or PA/EA role.

Working with

- CEO – to provide administrative support for the CEO.
- Board of Trustees – to provide administrative support for the Board as required.
- PF Team – to manage the PF office, liaising with staff, volunteers and wider stakeholders.

Key Accountabilities

Support for the Chief Executive

- Providing proactive administrative support to the CEO. Responsible for diary management and supporting a range of daily tasks;
- Organising meetings and coordinating hospitality as directed by the CEO, taking minutes as required;
- Administering Board meetings including preparation of Board papers for Trustees;
- Filtering general information, queries, and invitations to the CEO by redirecting or taking forward, as appropriate;
- Liaising with key stakeholders on behalf of the CEO;
- Acting as representative of the CEO, understanding their preferences.

Office Management Support

- Ensuring the effective running of the office, including coordinating office volunteers and managing office supplies budget;
- Acting as key point of contact for the landlord;
- Supporting IT and related systems, including liaison with outsourced contractors;
- Updating PF's Raiser's Edge database to help maintain an accurate and useable volunteer and supporter database.

Other

- Ensuring enquiries and correspondence are correctly dealt with in a timely manner;
- Providing event and project management support;
- Assisting the Staff Team with other tasks as required;
- Participating in Staff Team prayer meetings;
- Periodic visits to PF group activities, including prayer meetings and visiting prisons.

Work Basis and Salary

- £29,000-32000 based upon 5 days per week (35 hours);
- Hybrid working, with a minimum of 3 days per week in our London office;
- Willing and able to work occasional evenings / weekends and travel to support PF Volunteer and Supporter events across England and Wales.