

**Team Diary Manager.
Two Roles - 18.75hrs per
week each.**

Overview

We are looking for two enthusiastic, dynamic and efficient Diary Managers to join our Administration and Facilities team. The roles are responsible for diary management across the Leadership of the Foundation and support with complex diary challenges for the rest of the Business Areas as required.

There is a need for understanding of the organisation priorities and an ability to use initiative on a daily basis. We are looking for people who are proactive, solutions focused, relate easily to others and are excited about enabling a highly motivated team to do their best work.

There are two part time roles (0.5 fte each, 18.75hrs), both covering a number of areas:

- CEO, Operations and People and Culture (11 members of leadership, including Trustee and cross organisational support)
- Charities, Comms & Eng and Endowment (18 members of leadership)

About us

At Guy's & St Thomas' Foundation, our mission is clear - to build the foundations of a healthier society. [Impact on Urban Health](#) is part of [Guy's & St Thomas' Foundation](#)

As part of our team, you will work alongside talented people from a mix of personal and professional backgrounds. We are a Living Wage employer and support flexible working, part-time roles and job shares. Though our ambitions are serious, this is a friendly place to work with lots of opportunities to meet and socialise with colleagues. We believe there is immense power in diversity and aim to recruit and nurture talent who think and act differently.

There is more information about [working with us](#) on our website, where you can read about:

- how we approach recruitment
- our team, culture and values
- the benefits of working with us
- and our approach to diversity, equity & inclusion, health & wellbeing, and learning & development

Job description

| The opportunity | |
|------------------------------|--|
| Job title: | Team Diary Manager - two roles (0.5fte each) |
| Salary: | £30,000 - 35,000 p.a pro rata, depending on experience |
| Contract type: | Fixed Term - initially 6 months |
| Closing date: | 5 th December 2023 |
| Interview dates: | 18 th , 19 th and 20 th December |
| Reporting to: | Business Manager |
| The team: | You will be part of the Administration and Facilities team that looks after the office, facilities, and administration support for the organisation. |
| Key responsibilities: | <ul style="list-style-type: none">• Proactive diary management for the leadership team of the relevant business areas.• Keep track of the Foundation's planning points and rhythms in order to manage leadership time and stakeholders.• Administration tasks for the team as directed by the Business Managers.• Diary management cover for other business areas to cover absence within the team as necessary |

Person Specification

| What we're looking for | |
|-------------------------------|--|
| Skills and experience: | <ul style="list-style-type: none">• Experience of diary management for multiple senior people• Excellent time-management skills and the ability to organise yourself and others.• Experience using the Microsoft Office Suite (especially Outlook) and the ability to pick up new software quickly without training.• Attention to detail.• The ability to make decisions based on knowledge of the business areas priorities.• Superb written and verbal communication skills• Ability to change priorities whilst remaining calm and focussed.• Excellent relationship building skills and inclusive behaviours.• The ability to work with initiative and at pace.• Curiosity |

Abilities and attributes:

- Ability to solve problems under pressure.
- Attention to detail.
- Ability to plan ahead, anticipating issues before they arise.
- Ability to change priorities whilst remaining calm and focussed.
- The ability to work with initiative and at pace.
- Curiosity and a proactive approach

How to apply

Thanks for your interest in working with us.

These are part time roles of 0.5 (1 fte = 37.5 hours per week), 18.75 hrs. Hours and days worked are open and flexible although we would like cover to be spread throughout the week. We have a hybrid approach to working so there is the ability to work from home or in person, with a 30% per month requirement to be in person (equivalent of 3 days per month for 0.5fte).

We're working hard to ensure we recruit great people and minimise unconscious bias in our selection process.

To find out more about the role, please email us at jobs@gsttfoundation.org.uk