



**Job Title:** Personal Assistant to the Chief Executive

**Responsible To:** Chief Executive

**Direct Reports:** N/A

**Place of Work:** Based at Head Office, 23 Carbrook Hall Road, but expected to travel to other venues as a when required.

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### **Purpose of the Job**

Provide confidential Personal Assistant support to the Chief Executive & administration tasks for Senior Leadership Team & trustees, to enable the Trusts aims and objectives to be met.

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### **Job Summary:**

To assist the Chief Executive by performing administrative duties including but not limited to:

- Personal Assistant Support
  - Communication on behalf of the Chief Executive, including calls
  - Administration Support to Chairman, Trustees & Senior Leadership Team
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### **Key Responsibilities:**

- Secretarial/Administrative support to the CEO – including diary management, scheduling, and rescheduling meetings (includes booking meeting rooms).
  - Production of a range of business documentation using the Microsoft Office suite of applications (word, excel, PowerPoint, etc).
  - Assist with all Chief Executive's communications, including telephone calls, emails, and personal visits.
  - Some secretarial/admin support to Senior Leadership Team members, the Sheffield City Trust Chairman (correspondence) & Trustees (arranging meetings or booking 'work or meeting space').
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- SCT Board - Responsible for scheduling of SCT Board meetings, production of agendas, collation of board papers and circulation to attendees. Organisation of the meetings, including room layout, numbers, refreshments, & equipment required. Minute board meetings, distribute and store confidentially.
- Schedule Annual General Meetings liaising with the Company Secretary. Finalise the agenda and circulate the minutes from the previous year.
- Keep the trustees' Terms of Office information up to date and approved by the Company Secretary.
- Audit & Risk Committee – agree meeting dates, draw up agenda and finalise with the Chairman of the committee, produce/collate the papers, and circulate. Minute the meetings and get approved by the Committee Chairman and circulate.
- Proof-read, format, and distribute the weekly Senior Leadership Team report.
- Trustees' Meetings – minute the Trustees' meetings for approval by CEO & Chairman and then distribute.
- Schedule Other Regular Meetings which could include bi-monthly Management Team briefings, 1-to-1 monthly meetings between CEO & each Senior Leadership Team member, and other regular monthly meetings.
- Make local, national, and international travel and accommodation arrangements, including, but not limited to booking parking spaces, train travel and hotel accommodation
- Provide administration and support for corporate events, including Company Conference.
- Promote the Company's Core Values through personal behaviour.
- Always adhere to the Company's policies and procedures.

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## **Expected Behaviours**

ICAN – Our company culture is built on this ethos. Supporting, helping, offering excellent service to all customers, stakeholders, and colleagues.

Ethical, with integrity – Operates with sound moral principles, through a broad knowledge of the wider environment. Displays strong integrity, honesty and builds trust easily

Driven – Extremely hard working, is compelled to accomplish goals individually and drives teams to do the same.

Excellent Communicator – Articulates clearly and concisely, listens to others, and ensures that

relevant information is shared across the organisation.

Motivated Is genuinely invested in the success of the organisation.

Self-aware understands that their behaviour and mood has an effect on others.

Compassionate Has a good understanding of their colleagues and is compassionate and empathetic to those around them.