

April 2022

JOB DESCRIPTION

TITLE:	PA to CEO
ACCOUNTABLE TO:	Chief Executive

About us

Save the Family is a charity based in Cheshire. We provide a safe community environment combined with tailored mentoring to homeless and vulnerable families. The help offered includes access to training, employment support and issue led support enabling families to get back on their feet and move forward with confidence.

Safeguarding

Save the Family requires all employees to abide by its policies on safeguarding and promoting the welfare of vulnerable children and adults. An Enhanced Disclosure and Barring Services (DBS) (Previously known as CRB) check is required with this post. As well as this position being subject to a satisfactory enhanced disclosure, this job offer will also be subject to a minimum of two satisfactory references.

Values and Attitude

The success of Save the Family has spanned over 40 years. We value our people and take great pride in our core values that are embedded through everything we do to CREATE a positive future.



All Save the Family employees are expected to demonstrate the Charity's values by working positively as part of a team delivering vital high-quality services to clients to create a culture where all are valued and encouraged. In return, Save the Family will offer you support, training and development and the best resources that we are able to provide to help you give your best in your work with us.

The Role

To deliver high quality support as PA to the CEO with a focus on delivering an effective governance service in support of the CEO, our Board and subcommittee structure. Co-ordination of our policy and performance framework and maintaining our DBS service. You will be an active member of a vibrant organisation whose main focus is delivering services to vulnerable families at a time of crisis. Committed to contributing in a team setting is vital in this critical role.



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How you will make an impact:

- Provide daily support to the Chief Executive, managing diaries, organising meetings, liaising with partners and stakeholders.
- Co-ordinate the programme of our Governance function including 'meetings administration', accurate and timely minute taking, timely production of reports and follow up actions.
- Act as point of contact for Trustee enquires and information requests.
- Ensure effective and timely updates to our key performance and policy frameworks through close liaison with the 'responsible' teams/officers.
- Managing our Disclosure and Barring service to ensure that we are compliant with safeguarding protocols.
- Being an active 'team' member.

General requirements

- Ensure that all responsibilities are undertaken in an effective and appropriate manner, that meets the requirements of Save the Family, in accordance with the Code of Conduct for Employees
- Seek to continuously improve, in order that the Charity delivers the best possible service to residents
- Act as a positive ambassador for the Charity, at all times
- Positively contribute to the Save the Family team working environment, taking ownership of issues, and supporting colleagues,
- When required, attend Save the Family Events in support of raising our profile and additional funds.
- Undertake any other duties within the scope of the role that may be required
- This appointment is subject to the receipt of a satisfactory Enhanced Disclosure and Barring Service check and references.

NB: This Job Description forms part of the Contract of Employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future. As a general term of employment, the Charity may affect any necessary change in job content or may require the post holder to undertake other duties, at any location in the Charity's service, provided that such changes are appropriate to the employee's remuneration and status.

I confirm that I have read and agree to carry out the duties and responsibilities contained in this job description.

Name (Please print): _____

Signed: _____

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Person Specification

Post: Personal Assistant to the Chief Executive Officer		
CRITERIA	ESSENTIAL / DESIRABLE	METHOD of IDENTIFICATION
Qualifications:		
Good Standard of general education (GCSE A-C in English and Maths or equivalent)	Essential	CV & Covering Letter / interview
Secretarial, administration and/or customer service qualification	Desirable	CV & Covering Letter / interview
Training in safeguarding vulnerable adults and children	Desirable	CV & Covering Letter / interview
Training in Health and Safety	Desirable	CV & Covering Letter / interview
Proven Experience:		
PA or Secretarial Work	Essential	Application Form
Working with committees	Essential	Application Form
Knowledge, skills, and abilities:		
Compassionate, sympathetic person with empathy and understanding of the needs of homeless and excluded families	Essential	Application Form/Interview
Competent in the use of Microsoft Office Programs	Essential	Application Form
Full driving licence	Desirable	Application Form



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Other Attributes:		
Ability to work on own initiative	Essential	Interview
Ability to work as part of a team or as a lone worker	Essential	Application Form/Interview
Confidential, tactful, and diplomatic	Essential	Interview
Willing to work flexibly (on occasion, may be required to work varied or unsociable hours to meet the needs of the charity)	Essential	Application Form/Interview
Polite, cheerful, and helpful attitude	Essential	Interview
Conscientious attitude, willing to learn	Essential	Interview