



JOB DESCRIPTION

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| Job Title: | Executive Team PA |
| Responsible to: | Chief Operating Officer |
| Responsible for: | Not applicable |
| Salary: | Grade B: Starting salary is £19,500 per annum pro rata. The band goes up to £21,000 per annum pro rata, however, this is dependent on annual performance reviews |
| Hours: | 25 – 37 hours per week, Monday-Friday (flexible to be agreed with COO) |
| Benefits: | <p>Oasis Community Housing operates a contributory group personal pension plan and, if eligible, you will be automatically enrolled into the Oasis Trust pension scheme. Currently all staff in our pension scheme are required to contribute a minimum of 2%. The employer contribution is currently set at 7%.</p> <p>Oasis Community Housing life assurance policy, through Omnilife, is open to all staff who earn in excess of £6000 per annum.</p> <p>25 days holiday per year (pro-rata), plus statutory holidays, increasing to 30 days per annum (pro-rata) after 2 completed years' service</p> |

Job Purpose: To provide full secretarial and administrative support to the Chief Operating Officer, Director of Programmes and Director of Housing (the Executive Team). To provide administrative support to the Senior Leadership Team.

Organisation Context:

Oasis Community Housing (OCH) is a Christian response to homelessness and disadvantage providing housing, support and other specialised services. The support provided aims to develop life skills that will enable people to live successful independent lives.

Oasis Community Housing is part of the Oasis group of charities. The group includes national charities dedicated to education, housing, and campaigning against human trafficking and we work to a common vision of creating communities in which everyone can thrive and reach their God-given potential.

We welcome applicants from all faiths or none, but it is important that all employees understand and sympathise with the Christian vision, ethos and culture of the organisation.

OCH is a growing charity, with its Central Office in Gateshead, and with projects across Tyne & Wear and London. This post is based in the Central Office which provides financial and administrative support to the projects it operates.

Duties & Responsibilities:

- Provide full secretarial and administrative support to the Executive Team, including production of correspondence and reports, proof reading and formatting documents, diary management, coordinating meetings and production of agendas and minutes.
- Resource and organise the Senior Leadership Team meetings, including in bi-weekly meetings, and act as minute taker.
- Act as minute taker for other internal meetings when required.
- Work with the PA to the Chief Executive to help to organise events such as the annual Staff Conference, Board Away Day.
- Organise travel schedules for the Executive Team and the Senior Leadership Team; involving meeting logistics with other organisations, organising travel and accommodation and creating itineraries when required.
- Organising itineraries, travel and accommodation for visitors to the organisation.
- Coordinate with staff and external organisations to arrange meetings or any other key information as required on behalf of the Executive Team.
- Assist the Executive Team with all communications internal and external.
- Be able to represent the organisational ethos to supporters and stakeholders as required through day to day work.

Scope & Limits of Authority:

The post holder is expected to manage their own work day to day.

Personal Specification/Key Competencies:

Experience:

- 2 years previous experience as a Personal Assistant (Essential)
- Minute taking and transcribing experience (Essential)

Skills, Knowledge & Aptitude:

- Literacy to level required to draft correspondence and produce minutes and summaries researched information (Essential)
- Excellent interpersonal skills (Essential)
- High standards of discretion and confidentiality (Essential)
- Written communication skills (Essential)
- Ability to relate appropriately to a wide variety of people (Essential)
- Pay attention to detail and have a methodical approach (Essential)
- Proficient at all Microsoft Office packages (Essential)
- Strong time management skills and ability to manage and prioritise own workload and highlight priority areas to the Executive Team (Essential)
- Strong organisational skills (Essential)
- Good information management skills (Essential)

Motivation:

- In sympathy with the Christian ethos and values of Oasis Community Housing
- Be committed and enthusiastic