

January 2018

Thank you for your interest in the PA to Director position. We are recruiting these positions as either one full time role or two part time positions to support to our Director of Education and the Director of Property and Campus Operations, with hours to be agreed.

Please find attached the following information:

- Job details
- Person specification
- General Terms & Conditions of Employment

If you would like to apply for this position, please submit a detailed CV and covering letter either by e-mail to:

Email: Katharine.osborne@westdean.org.uk

Tel: 01243 818 313

Closing date for applications: 9th February 2018

We endeavour to respond to all applicants in a timely manner. If, however, you do not hear from us within two weeks of the closing date, please assume that your application has been unsuccessful on this occasion.

JOB DESCRIPTION

JOB TITLE:	PA to Director
DEPARTMENT:	Executive Management Team
LOCATION:	West Dean College
REPORTING TO:	Director (of associated business area)
MAIN PURPOSE OF JOB:	To provide proactive and efficient high-level organisational and administrative support to the Director.

PRINCIPAL DUTIES & RESPONSIBILITIES

1. Provide administrative support for the Director including diary management, organisation and administration of meetings and functions, receiving visitors, dealing discreetly with matters of a confidential nature.
2. Support the Director with a proactive awareness into the visibility and insight of key events in the business area's calendar and across the organisation, to ensure a cohesive approach in the coordination of meetings, events, workloads and any associated administration.
3. Assist in the co-ordination of ongoing project work.
4. Organise and provide administrative support to meetings and events, including taking minutes as required.
5. Prioritise, respond to, and redirect where appropriate, enquires received by telephone, email, post or in person, on behalf of the Director.
6. Seek and compile detailed information as required by the Director including: preparing, drafting and producing correspondence, data analysis, presentations, plans, applications and reports.
7. Raise and process purchase orders and invoices on behalf of the Director, including processing of expenses.
8. Support other departments of the Director's business area as necessary.

General

1. Build and maintain excellent working relationships, both internally within West Dean, and with external partners and suppliers.
2. Working collaboratively and effectively with colleagues across the Foundation.
3. Undertake any other duties as may be reasonably requested by the Director.

This job description is subject to regular review in consultation with the post holder.

PERSON SPECIFICATION

Experience

Essential

- Demonstrable experience of working in a PA/Senior Management support role

Desirable

- Experience of working within one of the key business areas such as Higher Education, Estate and Property, Hospitality, Heritage or the Arts.

Qualifications

Essential

Solid academic background

Skills and Knowledge

Essential

- Strong organisational skills, ability to manage own time effectively and work to competing deadlines.
- Solutions focused approach.
- Ability to collate and summarise information
- Demonstrable understanding of confidentiality issues.
- Excellent communication skills, both written and verbal.
- Excellent IT skills including Outlook, Word, Excel and PowerPoint.
- Good numeracy skills.
- Good attention to detail.

Personal Characteristics

Essential

- Ability to work as part of a team and communicate with colleagues at all levels.
- Ability to work using own initiative within guidelines.
- Professional approachable manner.
- Flexible and positive approach to work

GENERAL TERMS AND CONDITIONS OF EMPLOYMENT

Contract:	Permanent.
Duties:	As attached job description.
Salary:	£25,000 (FTE) to be pro-rated for part time hours.
Hours:	Full time is 35 hours per week. Part time maybe worked as a 0.4 (14 hours per week) or 0.6 (21 hours per week) fractional equivalents. Start and finish times to be agreed.
Holidays:	33 days per holiday year (1 October to 30 September) inclusive of Bank Holidays pro-rated.
Benefits:	Contributory pension scheme, childcare vouchers, Employee Assistance Programme, free and discounted places on short courses at West Dean College.