|  |  |
| --- | --- |
| **Job title**  | PA to CEO |
| **Responsible to**  | CEO |
| **Base**  | Dartford |
| **Hours**  | Part Time – 30 Hours |
| **Salary**  | £22,860 pro rata (£18,535) |
| **Contract** | Permanent |

****

**Job Description: PA to CEO**

**Purpose of Post**

To support the CEO in the day to day running of North Kent Mind.

**Structure of the Post**

The PA to the CEO will be responsible to the CEO and will form part of the administrative team at North Kent Mind. They must be flexible to travel to a number of venues throughout the North Kent Area, and also at times in venues out of area.

For the calculation of travel expenses, the North Kent Mind Offices in Dartford shall be considered the base throughout, and travel between home and another working venue can only be claimed insofar as it is in excess of the distance between home and base. All time in travel between venues is counted as time worked. The PA to the CEO must be flexible to work some evenings as necessary.

**A: DUTIES OF THE POST: GENERAL**

These duties apply to all North Kent Mind Staff, whichever service they work for:

1. To work within a framework which:
	* Abides by all the policies of North Kent Mind, including Equal Opportunities, Confidentiality, Health and Safety and GDPR.
	* Promotes Social Inclusion, Empowerment, Well-being and the Recovery Model
	* Respects, encourages and builds on individual clients’ coping strategies, skills and autonomy, and is in keeping with the standards of conduct, performance and ethics as declared by the Health and Care Professions Council.
	* Maintains good liaison with any other outside agencies as is necessary
	* Promotes good joint working, links and cross-referral with all North Kent Mind colleagues.
2. To participate in supervision and appraisal
3. To attend staff meetings
4. To attend training/meetings and some annual events as required
5. To undertake any other duties which the CEO or Board of Trustees may, from time to time, reasonably delegate or assign.

**B. Duties Specific to Post**

1. To provide administrative support to the CEO. This will include arranging meetings, liaising with all staff members, keeping the CEO’s calendar up to date and any other tasks the CEO may require.
2. To take minutes of all meetings the CEO attends and to write these up in a timely manner. This includes virtual and face to face meetings.
3. To prepare statistical information when required.
4. To update policies agreed by the Trustees of North Kent and to keep an up to date list of policies to be reviewed.
5. To prepare new organisational policies in conjunction with the CEO.
6. To carry out administrative tasks for other Strategic Managers when required.
7. To work as part of the central services administrative team to cover absences.
8. To prepare emails and letters to send to staff and outside organisations.
9. To sift through the CEO’s emails on a daily basis and advising of any urgent actions required.

10. To organise the CEO’s paperwork and to keep an organised filing system preferably online.

11. To keep efficient logs of the following issues, and to remind relevant staff of any deadlines:

* Complaints
* Grievances
* Requests for data

12. To help coordinate the Training Associates of North Kent Mind, and to ensure external requests for training are appropriately dealt with.