

BEACON

Wolverhampton Road East, Sedgley, WV4 6AZ

Job Title:	Executive Team PA
Salary:	Ca £25k
Responsible to:	Chief Executive
Location:	Beacon Centre and across the charities geographic operating footprint
Hours of Work:	37.5 hours per week. Flexible working will be required

Overview

Beacon was established in 1875 with its charitable aim : ***To promote the relief of visually impaired persons***

Working with its stakeholders, Beacon has developed Ambition 2025 as its long term Vision, the strategic objectives are:

1. Ensure core products and services stay relevant and respond to changing needs and demands.
2. Maximise the opportunities afforded by technology developments.
3. Grow the business in terms of turnover, products and services and operating area.
4. Resilience and strengthen the income base.
5. Raise the profile of the issue (sight loss) and its impact on society.

This new role will be providing high quality personal and administrative assistance to the Chief Executive and the members of the Executive Leadership Team (ELT) as it evolves and grows its services.

The organisation is committed to implementing and achieving its Ambition 2025 long term strategy, and over the next 3 years will be developing a more dispersed services operating model across the Black Country and South Staffordshire.

Main responsibilities of the role

1. To manage the ELT's time effectively, including active diary management, working to agreed priorities and targets
2. To progress issues on behalf of the ELT where appropriate, notifying them of actions taken and outcomes secured
3. To highlight issues which need the ELT's urgent personal attention
4. To draft initial replies to routine correspondence for the ELT's consideration
5. To attend Trustee Board (COM) and Committee meetings and take minutes as required
6. To undertake other administrative tasks for the ELT as required, such as: to acquire data and research information and to draft documents based on this research such as reports and presentations
7. To make & manage arrangements for meetings organised or requested by the ELT as required, including booking rooms, arranging resources, arranging appropriate catering, issuing invitations, agreeing agendas and drawing up delegate lists, liaising with reception and/or the site team and others as appropriate
8. To support ELT with travel and accommodation arrangements when required
9. To review the current documentation and data filing arrangements and recommend and implement improvements

Experience and Knowledge

1. A motivated self starter that identifies opportunities and understands the role of energy and initiative
2. Strong inter personal and customer facing skills and a commitment to team work and innovation
3. Track record of working with senior management in a dynamic, fast paced and challenging environment.
4. Can demonstrate a track record of efficient and flexible working, with discretion and attention to detail

5. Demonstrate empathy and understanding with Beacon's vision and values and with citizens who have sight loss impairment.
6. Evidence of a commitment to ongoing personal development and training.
7. Digitally literate and familiar with a range of software packages including, MS Office Suite, and an ability to learn additional packages such as those with as CRM function.

Performance Management

In line with the current staff appraisal process, you will agree in consultation with your line manager, a set of business objectives and a Personal Development Plan.