Job Description: Personal Assistant to Director of Collective Action and Director of External Relations

**Duration:** Permanent

**Salary:** O3, London, £28,000 (pro rata to 0.5 FTE)

**Location:** Flexible

**Reporting to:** Director of Collective Action

**Department:** Collective Action/ External Relations

**Key working relationships:** Director of External Relations, External Relations and Collective Action departments, Senior Leadership team, teams from across the organisation, external stakeholders

**Purpose of the job**

Provide diary management and administrative support to the Director of External Relations and Director of Collective Action.

**Why work at UK Youth?**

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We work with others to ensure that the youth sector is strengthened, supported, and that provision is youth-led, evidence-informed and delivers high-quality outcomes. UK Youth plays a unique role in addressing; the lack of investment in the youth sector, the lack of cross-sector understanding in how youth work makes a difference and the limited opportunities to embed effective solutions. These factors lead to mass inequality of access to youth services for young people.

**Key responsibilities**

- Provide diary management and administrative support to the Director of External Relations and Director of Collective Action This includes:
  - Diary management to maximise productivity and efficiency. This will include planning and booking internal and external meetings, booking venues and equipment and greeting guests
  - Administration support such as travel management, expense recording, managing online folders and filing
  - Receiving external calls and emails and manage them appropriately to maintain good relationships

**Other area of responsibilities**

- To take reasonable care for their own health and safety and for that of others who might be affected by their work, as required by law and described in the relevant operating procedures and policies for their area of work. This will include carrying out risk assessments as appropriate and promptly bringing any concerns to the attention of the line manager.
- To participate proactively in staff meetings, team meetings and other meetings as required,
to work effectively with colleagues to achieve objectives and to represent UK Youth at meetings and events as required, acting at all times as an ambassador for the organisation, contributing to the effectiveness of meetings, the sharing of knowledge and experience and the development of UK Youth and its profile.

**Officer behaviours and expectations**

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds an understanding of equity, diversity and an inclusive culture
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Able to be solution focussed in their thinking and approach

**Person specification: Personal Assistant to Director of External Relations and Director of Collective Action.**

**Experience**

- Experience of providing administrative support to senior staff members
- Experience of working in an office environment
- Experience of dealing with sensitive information
- Experience of working in the voluntary sector

**Knowledge, skills and understanding**

- Empathy with the needs of young people
- Excellent written and verbal communication, including with senior stakeholders
- Excellent time management and strong organisational skills; the ability to prioritise conflicting needs, handle matters efficiently and proactively
- Strong attention to detail, accurate spelling and good writing, proofing and editing skills
- Excellent interpersonal skills and a good understanding of different audiences and stakeholders and the ability to liaise positively and professionally with colleagues and visitors
- IT skills including Microsoft Outlook, Excel, Word and PowerPoint
- Capable of developing, maintaining and reviewing administration systems to achieve maximum efficiency
- Discretion and judgement, and experience of dealing with sensitive information
Personal qualities

- A pro-active approach, self-motivated and enthusiastic
- Ability to work under pressure
- A ‘can do’ and flexible approach with the ability adapt to changing priorities, including a willingness to travel and work irregular hours when necessary

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments.

This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.