



## Job Description

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### Personal Assistant to the Directors **Grade: 7**

**Directorate:** Chief Executive's Office

**Location:** Slimbridge HQ / Hybrid

**Reporting to:** Senior Personal Assistant

**Main function of post:** To provide support to two Directors within WWT's Management Board in the administrative, logistical and other support requirements of their roles, operating and performing to the highest professional standards using initiative and demonstrating confidentiality and judgement.

**Supervisory responsibilities:** None

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### Responsibilities of the post

1. To provide administration for two Directors within WWT's Management Board including organising itineraries, diary management, travel arrangements and meeting preparation in accordance with WWT's policies and procedures.
2. Organise and liaise with relevant parties to make all arrangements for meetings and events as required, taking minutes and preparing agendas and paper packs as necessary.
3. Where required, prioritise and screen enquiries, emails and correspondence, preparing responses, organising follow up and dealing effectively with messages and enquiries.
4. As part of the senior PA team, where required, provide support to the Directors and Executive Assistant to the Chief Executive.
5. To work alongside volunteers encouraging, developing and supporting them in their work for WWT, ensuring that they have a positive volunteering experience.
6. To be responsible for working within the WWT health and safety policy and guidelines ensuring that the health, safety and wellbeing of yourself and others is an integral part of how you work.

7. To be responsible for engaging with the WWT Sustainability Statement, being aware of negative environmental impacts and incorporating sustainable ways of working within your role.
8. To interact with our visitors and supporters in a positive way, shaping unforgettable experiences and helping them understand and connect to wetlands.
9. To ensure that in the course of your work you adhere to the WWT Data Protection policy and standards.

In addition to the duties and responsibilities listed, the post holder is required to perform any other reasonable duties that may be assigned by the supervisor shown above, from time to time.

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**Date raised:**

**Amended: April 2024**

# Person Specification

## 1. Qualifications

### ***Essential:***

- Good general education to at least 'A' level standard or equivalent (including GCSE English Language and Mathematics)
- Current driving licence as the ability to travel to other locations is essential

## 2. Experience

### ***Essential:***

- Good experience as a Secretary/PA at a senior level;
- Demonstrable ability to set up and coordinate internal and external meetings, with high profile and senior people as well as large groups;
- Experience of effectively taking and preparing minutes and writing reports;
- Experience of effectively and efficiently running all administration for a senior manager;
- Experience of liaising and co-operating with a wide range of people at all levels;
- Demonstrable experience and proficiency in a wide range of secretarial skills including the use of Microsoft Office software (Word, Excel, Outlook, PowerPoint), minute taking and writing correspondence.

## 3. Managerial & Supervisory

### ***Essential:***

- Ability to monitor the work of other staff who are not direct reports and chase up outstanding actions as required

Type of team member	Number managed (No. of direct reports)	Number supervised
Employed staff	0	0

Volunteers	0	0
Casual Workers	0	0

## 4. Responsibility

### ***Essential:***

- Responsible for working on own initiative and meeting deadlines;
- Responsible for maintaining absolute trustworthiness and confidentiality at all times;
- Able to operate and perform to the highest professional standards using initiative and demonstrating confidentiality and judgment on a daily basis.

### ***Levels of Responsibility:***

Type of Responsibility	Level (£'s)
Budget Responsibility	£500
Income	N/A
Project Size (normally managed)	N/A
Assets (required for job, exc. buildings)	N/A
Visitors (number per annum)	N/A

## 5. Creative Ability

### ***Essential:***

- Ability to support the set up and operate effective systems and task allocation
- Able to deal with urgent situations as they arise
- Ability to plan and organise effectively
- Ability to respond and to react to changing circumstances on a regular basis and to address and adapt to the consequences of change
- Possessing an eye for detail and the ability to format documents to a high standard.

## 6. Contact

***Essential:***

- Ability to communicate professionally both in writing and verbally, composing correspondence and emails with fluency;
  - Ability to deal with people at all levels sensitively and effectively;
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**General Notes**

This position will from time to time require work during some evenings, weekends and public holidays to meet the needs of the post.

The nature of this post, which encompasses access to personal data and confidential documentation, means that a high degree of personal integrity and discretion is a requirement of the post.