

Job Title:	PA to the CEO
Department:	CEO Office
Location:	London, UK
Reports to:	CEO
Line Management Responsibility:	N/A
Budgetary Responsibility:	N/A
Child Safeguarding Level:	<p>We are committed to the safeguarding and protection of children and vulnerable people in our work. We will do everything possible to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us.</p> <p>Therefore, this post is subject to a range of vetting checks including a criminal records disclosure, DBS, or in the event that the employee is not a UK resident, a check to its equivalent in the current residing country will be required.</p>
Job Purpose:	
<p>To develop and provide a comprehensive organisational, administrative and programme support service to the CEO by proactively managing and overseeing the CEOs' meetings.</p>	
Key Responsibilities:	
Duties to the CEO	
<ol style="list-style-type: none"> 1. To develop a thorough understanding of Muslim Aid's work areas in order to ensure strategic linkages/appropriate dissemination of information/assignment of actions. 2. To develop, maintain and review an effective 'bring up' system to ensure that the CEO is always fully briefed and prepared for meetings or events. 3. To facilitate the planning of meetings, attend and take minutes with follow up actions of routine meetings for the Leadership Team (weekly), Board and subcommittee meetings (quarterly). 4. To coordinate and collate departmental reports and documentation in preparation for monthly and quarterly meetings with the Leadership Team, Board and Subcommittees. 5. To act as the initial point of contact for the CEO's Office. 6. To provide general administrative services for the CEO. 	
Duties to the Board of Trustees:	
<ol style="list-style-type: none"> 7. To manage the Board and subcommittee diary and appointments. 8. To coordinate relevant Trustee meetings including notifying members, preparation of agenda and board papers, minute-taking and hospitality. 9. To ensure that administration systems are maintained and reviewed to achieve maximum efficiency for the Board. 10. To respond to queries from the Board in a timely and professional manner, both verbally and in writing. 11. To ensure that all telephone, email and mail queries relating to the Board are dealt with, recorded and relayed in a timely and accurate manner. 12. To draft, type and dispatch all Board correspondences. 	
General	
<ol style="list-style-type: none"> 13. Able to work out of hours occasionally when required. 	

14. Ensure all records are maintained and stored appropriately in line with MA document management and IT policies
15. Comply with all policies, procedures, legal and regulatory requirements.
16. Any other duties commensurate with the accountabilities of the post.

Person Specification		
	Essential / Desirable	Assessment Stage
Qualifications:		
Educated to minimum of A level or equivalent	Essential	Application
Hold a current PA and/or Secretarial qualification	Desirable	Application
Experience & Knowledge:		
Experience of working in a similar role supporting Senior Executives and/or Leadership Teams	Essential	Application and Interview
Knowledge of the UK charity sector	Desirable	Application and Interview
Experience of working in a confidential manner, dealing with sensitive and confidential information	Essential	Application and Interview
Skills & Abilities:		
Excellent interpersonal and communication skills with the ability to engage with stakeholders and people from diverse faiths, cultural and educational backgrounds	Essential	Application and Interview
Highly organised with the ability to work under pressure to agreed deadlines	Essential	Application and Interview
Good drafting and report writing skills	Essential	Application and Interview
Strong IT skills	Essential	Application and Interview
Touch Typing and/or shorthand	Desirable	Application and Interview
Ability to produce accurate, concise and timely minutes of meetings and draft / edit written documents and correspondence independently	Essential	Application and Interview
Ability to be flexible in an ever-changing environment	Essential	Application and Interview
Ability to retrieve information from relevant sources through research	Essential	Application and Interview
Commitments		
Commitment to Muslim Aid's mission, visions and values.	Essential	
Commitment to Muslim Aid's ethos.	Essential	
Commitment to equality of opportunity and diversity.	Essential	
Commitment to Muslim Aid's Global Safeguarding Policy.	Essential	

You will display the competencies below :	
Competencies	Definition
Team working	Co-operates with and respect colleagues to exceed up and beyond individual efforts.
Communication	The ability to listen, express and communicate information effectively.
Performance Management	Delivery of organisation objectives through effective setting of SMART personal goals and team goals

Results Focused	Getting the job done in an efficient way through effective time, task and financial management.
Leadership	Inspiring, supporting and developing others to achieve outstanding levels of performance.
Innovation & Continuous Improvement	Constantly seeking to improve the way business is done through analysis, creativity, problem solving and change initiatives.

Please signify your acceptance of this job description by signing below and returning a copy to HR					
Employee signature:		Employee Name:		Date:	
Line Manager signature:		Line Manager Name:		Date:	