**Job Description**

|  |  |
| --- | --- |
| **Job title**: | PA to Chief Executive Officer/Chief Nurse |
| **Department**: | Support Services |
| **Reporting to**: | Chief Executive Officer |
| **Hours**: | 37.5 hours per week (Monday to Friday) |
| **Role Summary**  To provide a pro-active administrative support service to the Executive Leadership Team and Chief Executive Officer/Chief Nurse. | |
| **Organisational Summary**  Barnsley Hospice delivers wide-ranging support and personalised care to improve the quality of life and wellbeing for people with specialist palliative and end of life care needs. The service is available for all adults registered with a Barnsley GP, as well as their family and friends.  The hospice has 10 inpatient beds, and also provides complementary therapies, bereavement and family support. The hospice is a registered charity governed by a Board of Trustees. Fundraising and retail are vital activities of the hospice. We employ over 100 staff and benefit from the help and support of a large volunteer workforce. | |
| **Organisation Chart / Accountability** | |
| **Key duties & responsibilities** | |
| 1. **To provide a pro-active and confidential business support service to the Board of Trustees and Chief Executive: -** 2. Manage and co-ordinate the process around the Board of Trustees meetings (currently 4 per year), sub-committee meetings (currently 12 per year) and the Annual Meeting  * draft the agenda * finalise the agenda with Chair / CEO * write standard papers / reports around complaints and policies etc * collate, prepare and distribute the meeting papers * take accurate minutes at the meeting * ensure the action log is kept up to date following each meeting & chase up any outstanding items/actions  1. Manage and co-ordinate the process (as per the above) for the following meetings: -  * Hospice Executive Team Meeting (bi-weekly) * Senior Management Team meeting (monthly) - take minutes on a rotational basis * Information Governance Champions meeting (bi-monthly) – take minutes on a rotational basis * Health & Safety Committee meeting (quarterly)  1. To support the CEO with diary management 2. To produce reports, letters, responses to emails etc on behalf of the CEO and the Chair of Trustees. 3. To support the Chief Executive in ensuring the ongoing development of the Board of Trustees through training, booking external courses and responding to individual enquiries. 4. Working with the Chair of the Board to develop and roll out the process and relevant documentation associated with the recruitment of new Trustees, including preparation of the Trustee pack, advertising the vacancy, arranging interviews etc. | |
| **Other Responsibilities** | |
| 1. A flexible approach is required to accommodate changes with the Executive Team, which could necessitate the review and amendment of this Job Description. 2. To maintain strict confidentiality in all Hospice matters, adhering to Data Protection guidelines. 3. To undertake any other duties, commensurate with the role as required by the Hospice management. 4. To act as an ambassador of the Hospice, maintaining honesty, integrity and trustworthiness at all times. 5. The post holder will ensure that they are aware of and apply health and safety and fire precautions. 6. The post holder will be flexible in terms of working hours in order to meet service needs. 7. The post holder will support the Hospice as required, across the range of his/her duties as appropriate within the grading of this post. In the context of rapid and ongoing change within the Hospice, the above responsibilities represent the current priorities and requirements for the post. These priorities will develop and evolve over time. Any significant changes will be the subject of full communication and consultation with the post holder. | |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job title**: | | PA to Chief Executive/Chief Nurse | |
| **Department**: | | Support Services | |
| **Reporting to**: | | Chief Executive Officer | |
| **Role summary:** | | | |
| To provide a pro-active administrative support service to the Executive Leadership Team and Chief Executive Officer/Chief Nurse. | | | |
| Qualifications | Essential | | * Educated to a high standard of general education * Secretarial/IT qualification (e.g. ECDL, RSA Typewriting Stage 3) |
| Desirable | |  |
| Experience | Essential | | * Previous experience in an administrative role. * Experience of organising meetings, writing agendas and taking accurate concise minutes. * Experience of developing accurate paper and electronic record systems, capable of information retrieval, analysis and dissemination to relevant parties. * Experience of working to multiple and often conflicting deadlines. * Experience of information management systems. * Experience of using multiple electronic meeting systems e.g. Teams, Zoom, Doodle, etc. |
| Desirable | |  |
| Knowledge and Skills | Essential | | * Excellent written, verbal and listening communication skills * Proven ability to use initiative * Excellent time management skills and ability to prioritise workloads * Strong technical knowledge of the Data Protection Act and demonstrates an understanding of the importance of confidentiality and a willingness to learn * Excellent interpersonal skills * Excellent eye for detail |
| Desirable | |  |
| Personal qualities | Essential | | * Positive, pro-active, professional and helpful disposition. * Flexible and prepared to work outside normal office hours on occasions. * Enjoys working with people |
| Desirable | |  |