



Job Description

Role: Chief Executive PA

Location: Colin Road, Gloucester, GL4 3JL (Hybrid working)

Job Type: Part-time (up to 3.5 days)

Reports to: Chief Executive Officer

Salary Range: £22k - £24k

GDA is a local deaf charity whose vision is of a society that actively supports ways to break down communication barriers for people who are deaf or hard of hearing.

The people whom GDA supports include adults and children who have been born deaf or hard of hearing or who have acquired a hearing loss later in life.

Our services include communication support, support for children and young people and their families, listening aid equipment, hearing aid clinics and home assessments, lip reading classes and a whole range of social activities to reduce social isolation.

Job Summary:

We are seeking a dedicated and highly organised Executive PA to provide exceptional support to our CEO within our charity. The ideal candidate will possess excellent communication skills, the ability to manage multiple tasks, and a passion for supporting the values of our charity. This role requires a high degree of professionalism, discretion, and the ability to be a strong team member.

Main Duties and Responsibilities

- The PA will be responsible for organising the charity's Board meetings, Senior Leadership meetings and Team meetings, including preparing agendas, minutes, and follow-up actions.
- To arrange and attend the Board sub-committee meetings to take minutes and ensure agreed actions are delivered in a timely manner.
- Manage the CEO's calendar, schedule meetings, and co-ordinate appointments.

- Supporting the CEO with maintaining and updating all HR records for the charity.
- To support the CEO to co-ordinate logistics for meetings, conferences and events.
- To support some of the charity's financial administration activities, including scanning invoices.
- Prepare and edit correspondence, communications, presentations, and other documents on behalf of the CEO
- To maintain and organise files, documents and records in both electronic and physical formats.
- To handle incoming calls, emails, and other communications on behalf of the CEO.
- To plan and book travel arrangements, including train tickets and accommodation.
- To support the CEO in the planning and execution of special projects and initiatives, including partnership events and external stakeholders, including donors and volunteers.
- Liaising with the charity's outsourced IT provider on a range of IT issues.
- Any other duties as required.

Person Specification

Essential Criteria

- Excellent written communication and interpersonal skills.
- Strong administrative skills, organisational ability and time management skills.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Ability to handle sensitive information with discretion and confidentiality.
- Strong problem-solving skills and attention to detail.
- Minimum of 2 years' experience in a Personal Assistant or admin role.
- Ability to work as part of a multi-disciplinary, multi-cultural team.
- Adaptability and resilience to work under pressure.
- Passion to help support the charity's values and key objectives.
- Able to work flexible hours as required (including occasional evenings).
- English & Maths GCSE's.
- Ability to drive occasionally

Desirable

- An understanding of Deaf Awareness – or a willingness to learn.
- Previous experience of providing PA support at Director and/ or CEO level.
- 5 GCSE's or equivalent.

This job description is intended to provide a general overview of the position and is not an exhaustive list of duties and responsibilities. The charity reserves the right to amend and change responsibilities to meet business and organisational needs as necessary.

How to Apply:

Interested candidates should submit their CV and a covering letter detailing their qualifications, experience and interest in the role to steve@thejobguru.co.uk.

GDA is an equal opportunity employer. GDA values diversity and are committed to creating an inclusive environment for all employees. GDA particularly welcomes applications from those who are deaf or have a hearing loss.

For a BSL version of the Job Description please go to this QR link



<https://youtu.be/JEJShcSTKx0>