



**DISABILITY
ACTION
HARINGEY**

Charity Registration Number 1191762

Job Description

Job Title:	CEO – Personal Assistant
Responsible to:	Chief Executive
Salary:	£25 000 - £27 000n`
Pension:	4% contribution
Hours:	35 hours per week
Duration:	Fixed term 12-month contract
Based:	We are looking for the postholder to be based at Disability Action Haringey's office. Services may be delivered at different locations so some travel can be expected.
DBS check required:	Enhanced level of disclosure

Introduction

We are a user-led, pan-disability membership organisation delivering services to improve the life opportunities of disabled people living and working in Haringey. As a pan-disability organisation, our services will reflect the needs of the diverse communities in Haringey. Through our membership we want the voice of Deaf and disabled people to be heard to enable change within society. We will embed the Social Model of Disability in all our work. As an admin support and advice worker, you will often be the first point of contact for the organisation.



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Purpose of Post

Under the direction of the Chief Executive, provide effective and efficient administrative support to himself to enable him to fulfil his role as an enabler funded via Access to Work

Please apply with your CV and a covering letter, explaining why you are applying for the position and how you meet the person specification. Applications without a cover letter will not be accepted.

Key Tasks:

- Provide administrative support to the CEO, pro-actively keeping records complete, up to date and in-line with data protection regulations.
- support to provide administrative support to the CEO in managing his diary
- support in maintenance of confidential documents and files.
- support in provide support to the CEO in the prioritisation of his workload and responding appropriately and filtering requests on his behalf.
- support to provide administrative and secretarial support to the CEO, including the organisations of meetings, preparation of agendas, minutes and papers.
- support in liaising with Trustees, and senior staff
- support in Organise attendances at external conferences, away days and other meetings as required.
- Provide support to enable to the CEO to carry out any and all of this duties
- Supporting the provision of service reports and information on key performance indicators to Chief Executive and Board of Trustees as well as funders when appropriate.
- Provide administrative support for projects and collate reporting and monitoring data with regards of the effectiveness of the project.
- Liaise with the CEO and work as a team alongside other paid staff and volunteers.
- Support CEO develop and maintain relationships with external organisations and bodies, working in partnership with both the voluntary and statutory sector to deliver excellent services for disabled people within Haringey.
- Work to agreed organisational standards and ensure that all targets and outcomes are met.



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- Support to assist in the development of DAH online information resources and ensure these are kept up to date and continue to meet the needs of project beneficiaries and the disability community within Haringey.
- To be aware of and comply with DAH policies and procedures, including health and safety, safeguarding, General Data Protection Regulations (GDPR) and equal opportunities.
- To ensure your own continuing professional development by attending relevant meetings, conferences and seminars, undergoing training and any other appropriate means in agreement with the CEO.
- To undertake any other duties as and when required in line with the needs of the organisation.



Person Specification – Admin Support – Advice worker

Essential	Desirable
Education, Vocational Training & Qualifications	
<ul style="list-style-type: none">• High standard of Maths and English at grade C OR ABOVE	<p>A Levels</p> <p>Educated to degree level</p>
Experience	
<ul style="list-style-type: none">• Minimum 12 months' experience working in an administrative role within advice/support/legal setting, ideally with disabled people or other socially excluded groups• IT literacy, with excellent communication and teamwork skills and familiarity with Office 365 (including SharePoint)	<ul style="list-style-type: none">• Experience of recruiting volunteers.• Working with individuals with support needs• Experience of accounting processes



Knowledge and skills	
<ul style="list-style-type: none">• An excellent understanding of the General Data Protection Regulation and how this applies to an organisation's processes• Ability to think creatively and to come up with solutions.	<ul style="list-style-type: none">• Good understanding of the Social Model of Disability• An understanding of safeguarding procedures for vulnerable adults• A Proven track record of Project delivery.



- Communication skills including interpersonal, written, presentational and spoken
- Ability to gather and assess information efficiently.
- Ability to ensure the information and advice service stays abreast of latest disability related legislation and policy guidance, including changes and updates that relate to the Covid-19 pandemic
- Ability to create Key Performance Indicator graphs and demonstrate effective evaluating and monitoring procedures.
- Ability to work under pressure, in stressful situations and to tight deadlines.

This is a description of the job as it is at present. It does not form part of the contract of employment. Job descriptions are regularly reviewed and altered when necessary, in conjunction with the postholder.