

JOB DESCRIPTION

JOB TITLE	PA to Chief Executive and Board
REFERENCE No.	VBE037
REPORTS TO	Chief Executive/Head of Operations
DIRECT RESPONSIBILITY FOR	None
BASED AT	Volleyball England, SportPark, No 3 Oakwood Drive, Loughborough, Leicestershire, LE11 3QF.
BUDGET RESPONSIBILITY	None

JOB PURPOSE

To provide an effective and efficient business support service to the Board of Volleyball England and the Chief Executive.

KEY RESPONSIBILITIES

1. PA Support to CEO and Board

- a) Screening telephone calls, enquiries and requests, and handling them when appropriate.
- b) Meeting and greeting visitors at all levels of seniority.
- c) Preparing all rooms ready for meetings, including booking of refreshments, IT, etc.
- d) Organising and maintaining diaries and making appointments for both the Chief Executive and Board Members.
- e) Preparing all financial paperwork for example, purchase orders, expense claims and credit card receipts, etc
- f) Dealing with incoming email, faxes and post, corresponding on behalf of the Chief Executive where appropriate.
- g) Dealing with all CEV/FIVB Communications between staff, Board and Commissions.
- h) Co-ordinating arrangements and documentation for Executive Board, Senior Management Team and Regional Chairs meetings including attending meetings and preparing minutes.
- i) Producing documents, briefing papers, reports, packs and presentations for both the Chief Executive and Board Members.
- j) Making arrangements for the organisation of the AGM including logistics and the coordination of all paperwork, the Annual Report and other papers.
- k) Organising and attending meetings and ensuring the Chief Executive/ Board are well prepared for meetings.
- l) Arranging travel and accommodation and, occasionally, travelling with the Chief Executive/Board Members to take notes or dictation at meetings or to provide general assistance during presentations.

2. Human Resources Support to Head of Operations

- a) Assisting with the maintenance of HR Policies and Procedures.
- b) Assisting line managers in the preparation of job descriptions and advertisements, placing adverts in relevant media when complete.
- c) Preparation of recruitment packs, logging applicants, preparing selection documentation and producing interview packs. Preparation of paperwork for successful candidates.
- d) Preparation of induction packs and monitoring of task completion.
- e) To coordinate and administer the appraisal system and probationary reviews.
- f) To coordinate and administer staff training bookings.
- g) To provide a first line of support for staff HR needs and queries.
- h) To administer leave entitlements and procedures for staff absence.

3. Any other duties of a similar nature as directed by the Chief Executive or Head of Operations.

PERSONAL PROFILE

Essential	Desirable
An excellent level of computer literacy including previous experience of using Microsoft Office products. Good word processing and keyboard skills.	Previous experience in a PA or business support role.
Understanding of general office systems, including Human Resources, finance, administrative support, filing, post handling, record keeping. A high degree of efficient administrative organisation.	
Sound written and oral communication skills including a pleasant telephone manner.	
Ability to meet deadlines, systematic approach to tasks with efficient time management skills including the ability to work under pressure.	
Ability to work on own initiative and co-operatively with colleagues at all levels of seniority.	
Attention to detail and ability to maintain accurate records.	
Good inter-personal, IT and presentation skills.	
Seeks continuous personal improvement and professional development.	

CONTRACTUAL DETAILS

JOB TITLE	PA to Chief Executive and Board
SALARY	£19,000 - £22,000 per annum
TENURE	Permanent
ANNUAL PAID HOLIDAY	22 days (pro-rata for part time workers) per year, increasing to 25 days (pro-rata for part time workers) in the second (and subsequent) years of service. 8 Bank/Public Holidays 2 ¹ / ₂ Privilege Days
HOURS	35 Hours Per Week
NOTICE PERIOD	4 Weeks

The post is non-pensionable, however there is provision for a stakeholder pension scheme.

A no-smoking policy is operational in the National Office and Volleyball England cars.

Volleyball England has an equity policy and is committed to equal opportunities. The equity policy can be found on www.volleyballengland.org by clicking on About Us and then Equity.

Volleyball England is committed to best practice in the care of children and as such this post will be subject to a Criminal Records Bureau check. The child protection policy can be found on www.volleyballengland.org by clicking on Welfare.

This job description is not exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of the changing needs of the company.

Updated February 2012