

<b>Role Title</b>	Personal Assistant
<b>Reports to</b>	Group Services Director
<b>Directly Supervises</b>	n/a
<b>Total team size</b>	n/a

### Role Purpose

Provide exceptional executive support by effectively handling correspondence, scheduling, and administrative duties. Ensure the Group Services Director and direct team are thoroughly prepared for meetings and events. Ensure seamless coordination of meetings, governance activities, and VIP visits.

The individual in this role will be highly organised and have the ability to think several steps ahead, anticipating what is required. With a proactive and professional approach, you will enable smooth organisational operations and exceptional stakeholder engagement across Group Services and ABF

### Key Accountabilities:

- Your primary responsibility will be providing seamless, executive-level support.
- Diary management for Group Services Director and their direct reports (3) including liaising with senior individuals internally and externally to achieve efficient meeting planning.
- Co-ordinate VIP visits, including confirming agenda, liaising with EA's / PA's from across ABF and arranging meetings
- Preparing agendas for meetings chaired by either the Group Services Director or their direct reports as required
- Supporting with preparation of select governance packs, scheduling governance pre-briefing sessions, and taking minutes & actions in sensitive meetings
- Booking venues for meetings / training
- Booking UK and International travel and accommodation when required and arranging travel itineraries that meet business needs including any visa or medical arrangements.
- Supporting Group Services team and direct reports with external communications, e.g. to ABF businesses or third parties
- Sending communications on behalf of the Group Services Director and direct reports
- Supporting coordination of Town Halls and other community events
- Managing the invoice and expense process for the Group Services Director and their direct reports, including invoice payment, corporate card bills, personal expenses and phone bills.
- Acting as a delegate approver where appropriate for the Group Services Director and their direct reports
- Ensuring all correspondence and relevant materials required by the Group Services Director and direct reports are received in a timely manner
- Providing general secretarial/Administration including maintaining departmental databases, organisation charts, and minor updates to SharePoint sites
- Building relationships and effectively liaise with other PA's across ABF

### Essential Skills, Knowledge & Experience:

- Extensive experience of successfully applying PA skills at director level.
- Understanding of the demands of working for C suite executives.
- Highly developed expertise in IT software – Outlook, TEAMS, Word, Excel, PowerPoint, Adobe and DocuSign.
- Excellent interpersonal and communication skills
- Excellent time management and prioritisation skills
- Excellent interpersonal skills and stakeholder management skills
- Experience of shaping and delivering key messages to different audiences
- Anticipating requests/requirements and preparing actions ahead of the need for them.
- Diplomacy in dealing with senior/influential individuals
- Experience of planning international travel arrangements.
- A multi-tasker who can flex with ever-changing demands and priorities, adding value and delivering to timescales
- Experience in using Microsoft SharePoint for communication purposes would be desirable (incl. SharePoint web parts etc.)