Harvey Girls is a registered charity covering East Staffordshire. We enable the whole family to achieve their full potential through a restorative, innovative and non-judgemental approach: ‘Doing it with families, not to them’.

**East Staffordshire Family Support Service (Harvey Girls & Dads4Dads) require a**

**PA to the Chief executive officer (ceo) – 37.5 hours per week**

**Salary £21,156 per annum plus contributory pension**

Permanent contract dependent upon future funding

East Staffordshire Family Support, incorporating Harvey Girls and Dads4Dads, are now seen as the leading provider for family support within East Staffordshire, especially for young parents and as part of our ongoing development this exciting opportunity has arisen.

We are looking for applicants who pride themselves on having excellent administration, organisational, IT, customer service, interpersonal and time management skills together with a proactive and positive attitude.

We seek a highly motivated individual and a friendly, non-judgmental approach is essential.

This is a key role and applicants should have the passion and drive to provide excellent administration support to both the CEO and the Board of Trustees.

Applicants with enthusiasm, a ‘can do’ attitude and a willingness to learn are encouraged to apply.

The role will include:

* Providing administrative/clerical support to the Chief Executive Officer and the Board of Trustees utilising excellent Microsoft Office skills
* Providing accurate and timely information by liaising with other members of the team and external organisations
* Providing full governance and compliance administration and support for the Chief Executive and Senior Leadership team
* Working under own initiative, utilising excellent communication and administration skills
* First point of contact for handling incoming calls and managing the diary for the CEO
* Preparation of paperwork for meetings including the taking and recording of Minutes
* Processing confidential information including data input where required
* Creating and maintaining filing systems and records
* Administration of pre-agreed budgets in conjunction with HR & Finance Lead

Usual working hours will be 9.30am – 5.30pm Monday to Friday but flexible working will be required to include some evening and weekend work, where necessary. Applicants must have use of their own car at all times, for which expenses are paid. Disclosure and Barring Service check (Enhanced Level) and references will be required.

**For an informal conversation about this exciting opportunity please contact Ian North, CEO on 07557 529983.**

For an application pack, contact 01283 533449 or email [jane@harveygirls.co.uk](mailto:jane@harveygirls.co.uk)

**Closing Date: Midday, Wednesday 27th July 2022**

**Interview Date: To be advised**