



CHARGING UP CHANGE!

EXECUTIVE ASSISTANT TO CEO

JOB DESCRIPTION & SPECIFICATION

DEADLINE: 1st March 2023 (1PM)



EXECUTIVE ASSISTANT TO CEO

JOB SUMMARY

Deadline: 1st March 2023 (1pm)

Application Form:

<https://talent.sage.hr/jobs/df49b312-ed07-45d2-b2ca-b5990d54ed10>

ROLE	Executive Assistant to CEO
REPORTING TO	CEO
RESPONSIBLE FOR	Contractors
SALARY	£23,317 - £27, 227 (Grade 5.10 – Grade 5.16) per annum
HOURS	40 hours per week
DURATION OF CONTRACT	12 Months (Potential of extension)
TIMESCALE	Immediate start
BASED	PBC HQ – West Bromwich
ROLES AVAILABLE	1
SUMMARY	<p>The Executive Assistant to the CEO will play a critical role in our organisation by providing exceptional administrative support and project management to the CEO, to ensure that the CEO's day-to-day and various extensive special projects/initiatives are propelled internally and externally of the organisation from conceptualisation to completion. The Executive Assistant will work closely with the CEO on all communications and correspondence, to serve as a key liaison to maintain strategic alignment of the CEO to drive organisational growth.</p>

WHO WE ARE

**POWERING CHILDREN, YOUNG PEOPLE
& YOUNG ADULTS TO CHARGE UP
CHANGE!**



OUR STORY

How we got here....

Powered by CAN works with children, young people and young adults across the Black Country and the wider Midlands region. Powered by CAN was created, built and developed in Sandwell, and we want to empower young people from the region to feel the same pride and purpose for their community as we do.

Children, Young People & Young Adults are at the heart of everything we do, and we make sure that we always put them first by ensuring we always do the following:

- Champion their rights to co-design, co-create and co-produce and make their voices heard.
- Encourage leadership pathways for their views and voice to be present their local community.
- Kick starting personal and professional development through a wider offer of experiences

We believe in providing opportunities for children, young people & young adults and we want to support them to thrive and contribute at every stage of their lives, for a fairer future.

HARNESSING YOUR... POWER, POTENTIAL, PROGRESS



OUR VISION

How we can work together to make a difference...

We want to power up children, young people & young adults to live with pride, purpose and prepared to make positive life choices.

OUR MISSION

How we can make the change...

Powering children, young people & young adults to lead the change they want to see through the delivery of services, opportunities & experiences to contribute at every stage of their lives, for a fairer future.

OUR VALUES

These are at the centre of everything we do...

CARE

CHALLENGE

COMMITMENT

COLLABORATION

CREATIVE

COMMUNITY

OUR SERVICES



Celebrating culture & civic responsibility through confidence, creativity & connecting with others...



Promoting positive lifestyles and empowering people through participation...



Taking the time to talk, tackle & transform into our true selves...



Always aiming high, aspiring to achieve & Accelerating your ambitions ...

OUR OBJECTIVES

1

Pride of Place!

To develop collective understanding and knowledge on the identity of place to strength the services that are relevant to meet the needs of children, young people & young adults.

2

Positive Programmes & Principles!

To deliver ambitious and high quality opportunities and experiences for children, young people & young adults to strengthen best practice for the sector to meet soft, hard and transferable skills.

3

Powering Participants & People!

To build on the strengthens and needs of children, young people & young adults to thrive and be resilient into adulthood.

4

Pushing Performance & Policy!

To influence policy and investment to prioritise services for children, young people & young adults.

5

Playing our Part!

To ensure our workforce, volunteers, board, volunteers are dynamic, diverse and driven to be reputable, responsive and represent a rights based approach for people and place.





“

**We are powered both by where we have come from
and the positive energy moving forward with a ‘CAN’
do attitude.**

**We hope everyone we work with will be able to
power up change!**

”

CEO - Jerrel Jackson FRSA MloD MA BA





EXECUTIVE ASSISTANT TO CEO

DUTIES & RESPONSIBILITIES

- Completes a broad variety of administrative tasks for the CEO including: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.
- Plans, coordinates and ensures the CEO's schedule is followed and respected.
- Provides "gatekeeper" and "gateway" role, creating win-win situations for direct access to the CEO's time. As well as providing a bridge for smooth communication between the CEO, Board of Directors and staff; demonstrating leadership to maintain credibility, trust, and empowerment.
- Manage and organise central/senior staff meetings and prepare briefing papers, agendas and minutes/actions including the quarterly Board of Directors meetings.
- Successfully completes critical aspects of deliverables with a hands-on approach, including drafting documents, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the organisation.
- Create and maintain the CEO's communication including strategic presentations, speech writing, written updates and executive reviews both internally and externally to the organisation.
- Fully prepare the CEO for attending meetings with the CEO, creating and providing pre-briefings, compiling documents and notes, and ensuring completion of action items.

DUTIES & RESPONSIBILITIES

- Based on a keen understanding of necessary meeting content and the organisation's aims, mission and objectives by providing strategic content support for all meetings attended by the CEO. This includes creating agendas that have been agreed upon in advance by all meeting attendees; taking, creating and monitoring the status of meeting action plans; and coordinating and delegating tasks throughout the organisation that are necessary for follow-up. As well as to create and disseminate materials for all meetings attended by the CEO.
- Manage special projects on behalf of the CEO establishing timelines, coordinating project deliverables within the organisation and/or external consultants; executing research and data analysis, and evaluating and updating project status for reporting and decision making, recommending adjustments when necessary.
- Prioritise the CEO's evolving list of responsibilities and requests against organisation-wide goals
- and deadlines. Ensure that the CEO's schedule reflects most current organisation priorities.
- Understand organisational structure, operations, policies and procedures with the ability to facilitate response to questions and/or communicate information.



DUTIES & RESPONSIBILITIES

General Responsibilities

- To support and motivate the team to drive performance
- To represent the organisation with local stakeholders
- To participate in regular team meetings and supervision meeting
- Attend ideas meetings and contribute to discussions about the future of CAN projects
- To contribute ideas that may support the ongoing development of the organisation/the project
- To participate in training and development activities as required
- To act always in the best interest of CAN
- To ensure confidentiality within the organisation at all times
- To participate in activities which fall outside of normal working hours as required, e.g. Training, Staff Meetings, Recruitment/Engagement events, fundraising events
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by Management
- To ensure all CAN Equipment are being kept in a safe and secure environment
- All Employees will carry out sessions/ work related to this role in compliance with CAN's
- Safeguarding Policies
- All Employees will carry out sessions/ work related to this role in compliance with CAN's Equality and Diversity Policies
- All Employees will carry out sessions/ work related to this role in compliance with the UK Legislation and/or Regulations
- To provide positive influence to session participants



EXECUTIVE ASSISTANT TO CEO

JOB SPECIFICATION

Essential

- You have a minimum of 5 years of experience providing (at least one) direct administration, project management, communications and logistical support.
- You are a highly motivated self-starter who works well with a team and also independently to anticipate needs of and opportunities for CEO.
- You have outstanding administrative and organisational skills and the ability to prioritise
- You have meticulous attention to detail and supremely well organised.
- You have experience creating and implementing project management plans including scope, schedule, quality, resources, etc.
- You have the ability to set priorities, manage workload, and attain goals.
- You have experience leading and participating in collaborative teams.
- You are highly proficient in technology and digital literacy with Word, Excel, PowerPoint, Google, Task Management, HRM, CRM systems and other programmes
- You have excellent interpersonal and communication skills with exceptional ability to communicate in writing and verbally at all levels of the organisation.
- You have the ability to thrive in a fast-paced and demanding environment
- You are culture- and mission-driven – extremely passionate about the organisation and increasing opportunities for children, young people and young adults.
- You are committed to equality, equity, diversity, dignity and inclusion.

EXECUTIVE ASSISTANT TO CEO

JOB SPECIFICATION

Desirable

- You have experience of working with people with learning differences.
- You will have a working knowledge of services for children, young people and young adults.
- You have access or own your own vehicle.



FURTHER INFORMATION

Deadline: 1st March 2023 (1pm)

Application Form:

<https://talent.sage.hr/jobs/df49b312-ed07-45d2-b2ca-b5990d54ed10>

Application Process:

Stage 1 – Informal 30/60 minute conversation

Stage 2 – Formal Interview (including Presentation or Practical)

Contact Information:

jobs@poweredbycan.org or 0121 530 8451

DBS and Reference

This role is subject to a clear enhanced DBS and satisfactory Employment/Character references.

Please note we are currently using a new application system, so if you face any technical difficulties please email jobs@poweredbycan.org

