



39 Blossom Street
York
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Dear Applicant,

Thank you for your interest in working with IDAS.

Please find enclosed:

- Guidance notes – **please read these carefully**
- Job description
- Person specification
- Application form - please download from our website: [here](#)
- Link to our Diversity and Equalities Monitoring questionnaire: [here](#)

If you require any additional information about the position, please email hbrandpayroll@idas.org.uk

All completed applications should be emailed to hbrandpayroll@idas.org.uk or posted to IDAS, HR & Payroll Officer, 39 Blossom Street, York YO24 1AQ. Email applications are preferred.

All applicants should also complete our Diversity and Equalities Monitoring questionnaire via the following link [here](#). This information helps us understand whether our recruitment process has reached a wide audience and it will be held completely confidential.

The closing date for this post is noon on Monday 16th May 2022, interviews will be notified shortly afterwards.

Unfortunately, we are unable to provide feedback on applications.

Best Wishes,

Tracey Beever
Head of People, Independent Domestic Abuse Services.



Safe lives, free from abuse and violence

GUIDANCE NOTES: Independent Domestic Abuse Services

- Please read the job description and person specification before completing the form.
- Use black ink when completing the form.
- Complete the application form as fully as possible, referring to the job description and person specification. We only short-list people for interview who meet every essential requirement on the person specification.
- Include information about your relevant experience, this can be experience gained through voluntary work, interests or hobbies as well as through paid employment.
- Include details of why you want to work for IDAS as well as information about your experience.
- Please return the application form via email to: hrandpayroll@idas.org.uk.
- Please complete the Diversity and Equalities Monitoring Questionnaire using the link provided.
- All your personal information is held in accordance with IDAS Data Protection and Confidentiality Policies and will not be shared with anyone other than for the purpose of this recruitment process.

Independent Domestic Abuse Services

Job Description

JOB TITLE:	Senior Executive Assistant to the Senior Leadership Team (SLT).
SALARY:	£30,000 FTE; £24,324.32 (pro-rated)
HOURS:	30 hours. Additional hours may be required occasionally. We operate a system of flexible and blended working.
LEAVE:	26 days plus Bank Holidays (Full Time)
RESPONSIBLE TO:	Chief Executive Officer (CEO)
RESPONSIBLE FOR:	No line management responsibilities

OVERALL OBJECTIVES

To provide high level administrative, secretarial and diary management support to the Chief Executive Officer (CEO) and Senior Leadership Team (SLT) to help ensure that they are able to meet the strategic and operational objectives of IDAS.

To deliver high quality, proactive, organisational governance and planning support to the IDAS Board of Trustees and subcommittees.

KEY TASKS OF THE POSTHOLDER

Supporting the CEO and SLT

- To provide professional, confidential, comprehensive and high-quality executive support to the CEO, including diary and email management, travel and accommodation arrangements, expenses, event planning, organising and providing support to meetings, drafting appropriate correspondence and document production.
- To ensure that the CEO is appropriately prepared for all meetings, events and discussions; collating information for briefings, presentations and reports in liaison with the SLT.
- Support the CEO in the delivery of her internal communications role by working closely with the SLT, and to assist her in developing and implementing good communication systems for the staff team and within the wider organisation.
- To fully service SLT meetings and have responsibility for the quality of the administrative arrangements by proof reading, formatting and collating papers and reports, preparing agendas, taking minutes and chasing up action points.



- Organise and manage the CEO's contact with the Chair, Vice Chair and trustees as required, including the arrangement of regular catch-ups between the CEO and Chair and provide any ad hoc support for the non-Executive members in their role as members of the Board and/or committees.
- Provide project administration support and management of discreet pieces of work relating to the executive office, in line with organisational policies.

Governance & secretariat support to the board

- To support the CEO and Chair in the preparation of agendas and papers for board, sub committees and other meetings, and to attend and take minutes as required.
- To be responsible for arranging board and subcommittee meetings and associated travel, accommodation and refreshments, as required.
- To support the CEO and trustees in all aspects of constitutional administration including, but not limited to, arranging and overseeing the Board of Trustees recruitment, organisation of AGM, Memorandum of Association, Governance Framework, Register of Interests, and registration information with Companies House and The Charity Commission, and other associated bodies.
- To be responsible for the organisational risk register and Board Assurance Framework and other quarterly reporting, in liaison with the Chairs of Committees and Senior Leadership Team.
- To manage the Governance budget and associated expenditure.

Strategic management

- To provide support to the CEO and SLT in achievement and management of the annual business planning cycle, along with supporting the creation, monitoring and achievement of the organisational strategies.
- To support the organisation of SLT meetings including preparation and providing notes/minutes as required.

Internal and External Liaison and communication

- To communicate positively with colleagues and promote IDAS values and ethos across the organisation.
- To attend and participate positively in relevant meetings, training, supervision and annual appraisals.
- To promote the work of IDAS modelling a high standard of professional behaviours.
- To keep up to date with national and local government decisions pertinent to IDAS.



Independent Domestic Abuse Services

Person Specification – Senior Executive Assistant

Qualities required	
Skills and experience	<ul style="list-style-type: none"> • Must be an excellent communicator, able to articulate views and ideas persuasively. • Extensive experience of providing secretarial or administrative support to individuals or a team (or similar), with experience of a PA role. • Experience of liaising with a variety of individuals, organisations, and service providers at all levels resulting in good relationship building and communication skills. • Experience of researching and preparing reports, presentations, letters and other documents. • Ability to learn on the job and to develop a thorough understanding about IDAS. • A keen eye for detail and to ensure high standards whilst working under pressure.
Organisational abilities	<ul style="list-style-type: none"> • Excellent time management and organisation skills with the ability to manage multiple tasks simultaneously and to work to deadlines. • Ability to act with tact, diplomacy and confidentiality whilst dealing with personal and/or sensitive issues. • Resilience and the ability to tactfully manage the competing demands on the time of those senior staff being supported. • Excellent minute taking skills. • Able to think about practical and business impacts of how the diary is managed and when it is appropriate to reject or accommodate changes. • Excellent IT skills, including MS Word, Excel, Outlook and PowerPoint.
Personal effectiveness	<ul style="list-style-type: none"> ▪ Must be a strong team player who possesses tact, diplomacy and negotiation skills, is resilient under pressure, and is able to prioritise workload effectively. ▪ Able to produce practical and creative solutions to issues and problems. ▪ Must be committed and punctual. ▪ Must have the ability to deal with changing priorities and unique situations and respond effectively to these seeking to resolve issues promptly.
Commitment to IDAS	<p>The post holder is expected to work within policies and procedures of IDAS and be committed to its ethos and values. This will include</p>

	<p>promoting and demonstrating the principles of equal opportunity including encouraging diversity and tackling discrimination.</p>
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IDAS values

We are: **Compassionate, inclusive, courageous and inspirational.**