

PA to Chief Executive and Governance Coordinator, Leicester City Centre, LE1**£23,237 per annum plus enhanced benefits**

- Full-Time 35 hours, Reduced hours (28hrs) considered
- Hybrid Working, Up to 30 days Basic Holidays plus Bank Holidays
- Enhanced Family Friendly and Wellbeing Benefits, 6% Employer Pension Contribution

Voluntary Action LeicesterShire (VAL) helps people in local communities to change their lives for the better, through direct service delivery and by supporting the local voluntary and community sector.

We are seeking a highly motivated and organised individual to provide a professional, comprehensive and efficient PA and Governance co-ordination service to our Chief Executive and Trustee Board. This role requires excellent organisational skills, initiative, time management and co-ordination skills as well as personal credibility.

In addition to providing all aspects of PA support to our Chief Executive, you will play a pivotal role in VAL governance, including servicing of Board meetings, sub committees and key events, taking minutes and ensuring communication of actions out to the relevant owners and monitoring and co-ordinating completion within deadlines.

This is a new and exciting role that will need to interface with all our internal teams as well as our external stakeholders. Often a first point of contact, you will need to demonstrate relevant experience and/or transferable skills including the ability to multi task, flexibility in approach when working across multiple teams and stakeholders as well as working with limited supervision. Proficient in Microsoft packages, you will have great communication skills and attention to detail in handling detailed and often sensitive information.

Please note this role requires some planned evening work and it is essential that you can work the occasional weekend as notified in advance.

A detailed job description, person specification and application requirements for this role can be found at <https://valonline.org.uk/work-for-val/>

This role offers an opportunity to work for a sector leading diverse and ambitious charity, helping change lives for the better.

Closing date: Wednesday 24 January 2024 5pm

Interviews: Week commencing 5 February 2024

How to Apply

If you feel that you have the passion and experience for this role, we would love to hear from you! Your application should include your CV together with a supporting statement about why you are the right person for the role of Team Manager (**maximum 2 sides of A4**)

- It is important through your CV and statement of suitability that you evidence your career history, key achievements and explain your motivation for applying.
- Your statement should evidence your suitability for the role, making reference to the criteria set out in the job description and person specification.

- Please ensure that your statement explains any service gaps in your CV.
- Do let us know in advance of any specific support or adjustments should you be called for interview as well as any dates that you will not be available, taking into account the recruitment timeline.

Applications should be sent to:

recruitment@valonline.org.uk no later than **5pm on Wednesday 24 January 2024**