



PA to Deputy Chief Executive

Reports to: Business Support Manager

Every great leader has a team of dedicated, astute and organised people supporting them. Our Directors manage an exciting and busy organisation and are responsible for inspiring everyone to aim high and deliver great services. To do that, they need the help of motivated people, specifically a right hand person to manage their time and duties effectively. As a PA, you will be someone that not only our Deputy Chief Executive, but our Executive Team can rely on and be capable of doing almost anything!

What we need you to do:

- Be the first point of contact for anyone who wants to get in touch with our Deputy Chief Executive and signpost them to our Senior Management Team when unavailable
- Give comprehensive PA and admin support to the Deputy Chief Executive, making sure that all visitors, calls, mail, diary management, travel, catering, conference, and meeting arrangements are dealt with quickly, courteously and with ease
- Provide admin support to two Assistant Directors, as needed
- Support the management of projects, prepare reports and presentation material and be comfortable collaborating and working as part of a team
- Use your initiative to filter calls, paperwork and appointments for the Deputy Chief Executive and deal with matters that come up
- Understand that our tenants and leaseholders inspire and influence the design, delivery and outcome of everything we do
- Help with making sure our vision, mission and values influence every aspect of our business

What you will be responsible for:

- Making sure that our Deputy Chief Executive is fully briefed for appointments and meetings, taking all minutes with a high degree of competence and accuracy and distributing them very quickly
- Working with staff to pull together any information that the Deputy Chief Executive needs
- Buying and authorising spend under your own agreed limit
- Supporting any or all of the Executive Management Team and Board if needed
- Actively contributing to achieving our corporate strategy and understanding our tenant-led nature, promoting it with all of our customers, staff and other organisations
- Supporting our meetings, which involves some evening attendance
- Creating calm where there may be chaos – we are a busy and productive business so you will need to be sharp and on the ball to get tasks done and organise the communication that is shared with our Deputy Chief Executive

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Where you have come from:

- Somewhere that you have learnt how important it is to be organised, methodical and flexible
- A place where customer service was excellent
- Somewhere you understand the importance of working as part of a team
- Somewhere you have worked independently without being supervised

What our teams will see in you:

- A person who can influence colleagues, managers, customers, Board Members and partners
- A person who understands what people's roles and responsibilities are, but also the issues affecting Red Kite as a business
- A person who can research, absorb information quickly and pick out the most important and relevant themes
- Someone who accepts responsibility and sees things through
- Someone who will be a brand ambassador
- Someone who uses their initiative to get things done

As a person, you will:

- Be able to use sound judgement and take responsibility for decisions and actions
- Use your initiative individually, as well as being part of a team
- Have maturity to handle a range of situations
- Have strong written and verbal communication skills but also be a safe pair of hands, actively participating and demonstrating flexibility
- Have excellent organisational skills, prioritise your workload and work well under pressure to meet deadlines
- Maintain a high degree of discretion and confidentiality
- Be a whizz on Microsoft packages
- Be eager to further your leadership skills