

Personal Assistant Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the biggest health and social challenge of our time.

There are currently estimated to be 900,000 people in the UK with dementia. Many are undiagnosed and facing the realities of their condition alone.

At Alzheimer's Society we're working towards a world where dementia no longer devastates lives. We do this by giving help to those living with dementia today and providing hope for the future.

We're here for everyone living with dementia.

As a Society, we are made up of people with dementia, carers, trusted experts, campaigners, researchers and clinicians. We are the UK's largest collective force of people with unparalleled knowledge and over 40 years of experience addressing the biggest challenges facing people living with dementia.

Together we are help and hope for everyone living with dementia.

Our values

Our values tell everyone who we are as an organisation. Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us what we all stand for. Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are Determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Personal Assistant to the Associate Directors

Position in the Organisation

Reports to the Associate Director. Maintain relationships with Executive & Senior Leadership teams across the Society. Liaise and collaborate with external organisations on behalf of the Associate Director. The post holder will work closely with the Associate Directorate Business Managers and other EA's/Pa's. This role is part of our Technology directorate.

Purpose of this Role

We are here for anyone affected by dementia to help them navigate some of the hardest and most frightening times of their lives.

We are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people living with dementia and their carers.

We are looking for a highly organised and proactive Personal Assistant to support the Associate Director in managing their busy schedule and delivering key priorities. This role involves coordinating confidential calendars, handling inbox and travel arrangements, and ensuring the smooth running of meetings and events. By streamlining administrative processes and staying ahead of needs, you will play a crucial role in enabling the Associate Director to focus on strategic responsibilities.

Working collaboratively across the organisation and with external partners, you will maintain professionalism, discretion, and a methodical approach in all tasks. From preparing reports and managing correspondence to supporting governance meetings and coordinating projects, your ability to prioritise and adapt will ensure success. This is an exciting opportunity to work in a dynamic environment where your organisational skills and commitment to excellence will make a meaningful impact.

We are looking for someone who exemplifies our values, someone who is: Determined to make a difference when and where it matters most. A Trusted Expert who believes in working Better Together and demonstrates true Compassion.

Key Accountabilities and Responsibilities

- Ensure the Associate Director has the necessary reports, papers, and data prepared for senior internal and external meetings and events.
- Provide administrative support to the Associate Director, including processing and managing invoices, and assisting with ad hoc tasks for the leadership team as needed.
- Serve as the secretariat for directorate governance meetings, ensuring effectiveness by preparing agendas, taking minutes, tracking actions, and managing follow-ups.
- Arrange for appropriate team members to address concerns or feedback received on behalf of the Associate Director.
- Manage the Associate Director's correspondence, including prioritising emails, redirecting irrelevant messages, and ensuring timely responses.
- Review and prioritise speaking requests, meetings, and other opportunities, coordinating with the Associate Director to determine which to accept.
- Support the delivery of events and key projects for the Associate Director and their leadership teams, ensuring all logistics are well-organised.

- Coordinate the logistics of recruitment for the Associate Director's team, working with the recruitment team to schedule interviews, secure panel members, and arrange meeting spaces or virtual sessions.
- Provide efficient time and diary management for the Associate Director, anticipating needs and ensuring their schedule runs smoothly.
- Manage payments for contracts and services as required.
- Oversee travel, accommodation, and hospitality arrangements, ensuring all plans are aligned with the Associate Director's needs.
- Take minutes at meetings when required, ensuring actions and next steps are clearly documented and communicated.
- Handle confidential administrative tasks and correspondence with professionalism and sound judgment.
- Undertake other duties or projects relevant to the role's nature and responsibilities, as required.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that information on clients remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.
- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person Specification and Selection Criteria

Skills & Knowledge	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Experience of working with C-Suite or Executive Associate Directors.	E	A/I
Proven experience as a Personal Assistant within a large organisation, demonstrating the ability to navigate complex structures and support senior leadership effectively.	E	A
Proven ability to produce minutes, action lists, meeting summaries, and high-quality, engaging presentation materials, including speaker notes and event content.	E	I
Strong organisational skills with experience in arranging and coordinating meetings, conferences, and events, as well as managing complex diaries and correspondence.	E	I
Proficiency in Microsoft Office, particularly Outlook, with demonstrable computer literacy.	E	A
Experience contributing to improvement and business-wide projects.	E	I
Experience overseeing recruitment logistics, including working with Talent Acquisition teams to coordinate schedules and collate resources.	D	I

Competencies & Personal Attributes	Essential (E) or Desirable (D)	Application (A) or Interview (I)
Excellent interpersonal skills and confidence in engaging with a wide range of colleagues and stakeholders, building and nurturing strong working relationships	E	A/I
A confident self-starter who can work independently and as part of a team, with the ability to plan, prioritise, and deliver complex workloads to tight timescales.	E	I
Methodical approach with strong attention to detail, able to handle sensitive and confidential information with professionalism.	E	A/I
A consistent approach to working with confidence, integrity, tact, and diplomacy, influencing stakeholders and fostering trust.	E	I

Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	E	I
Commitment to and understanding of equal opportunities.	E	I
Understanding of the inclusion agenda and its relevance within a diverse society.	E	I

Essential requirements are those, without which, the post holder would not be able to fulfil the responsibilities of the role. Desirable requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

This post will be subject to a satisfactory Criminal Records Check, from either the Disclosure and Barring Service (England & Wales), Disclosure Scotland Check (Scotland) or AccessNI (Northern Ireland). If you require further information regarding Criminal Records Check, then please contact: careers@alzheimers.org.uk

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependents

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependents leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave