

PA to the Chair of the Board

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

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 of 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.

PA to the Chair of the Board

Position in the organisation

Reports to the Head of Legal & Governance & Company Secretary

Member of our Legal & Governance team.

Part of our Finance and Assurance directorate.

Purpose of this role

At Alzheimer's Society 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 with dementia and their carers.

The role will provide seamless assistance to the Chair of the Board and any other Trustee who may require assistance (from time to time). This role will be responsible for personal assistance: the coordination of a confidential calendar, being a point of contact for requests for the Chair (and Trustee) attendance, travel management, meeting and event requirements, and ensuring the effective use of the Trustees' time. This role will maintain a high level of confidentiality and discretion in all areas of work.

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

- Provide exceptional organisational support to the Chair managing their time and diary effectively and being a few steps ahead to know what they need.
- Support the Chair to manage their correspondence.
- Prioritise which speaking requests, meetings and other opportunities are taken on by the Chair and Trustees (outside of their Board and Committee attendance) to ensure the best use of their time.
- Deal with confidential administration and correspondence (as required), using sound judgement to resolve problems.
- Review the Chair's existing commitments for availability.
- Make travel and accommodation bookings for the Chair.
- Create itineraries to support the Chair's diary arrangements.
- Work with relevant teams to ensure they provide a briefing for the Chair ahead of the planned event.

- Liaise with Executive Assistants and Senior Leadership Team PAs to ensure visibility of the Chair's planned attendance at events.
- Work closely with the relevant internal team to proactively identify in advance events on the corporate calendar that may require the Chair (or a Trustee's) presence.
- Be a point of contact across the Society for Trustee attendance at events and availability.
- Provide ad hoc support at events for Trustees.
- Build a strong relationship with the Chair to ensure they are fully supported.
- Undertake any other duties or projects commensurate with the nature and grade of this post 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	Application (A) or Interview (I)
Experience of providing support to C-Suite Directors.	A/I
Experience of providing support to Trustees or Non-Executive Directors.	A/I
Excellent organisational skills and experience of arranging/co-ordinating meetings.	A/I

Experience of extensive and sometimes complex diary management.	A/I
Great attention to detail, especially around itineraries.	A/I
Excellent interpersonal skills and confident approach in dealing with a wide range of colleagues and stakeholders.	A/I
Working as part of a team.	A/I
Computer literate, with thorough knowledge of Microsoft Office, particularly Outlook.	A/I

Competencies & personal attributes	Application (A) or interview (I)
Demonstrable confident self-starter able to work on own initiative and as part of a team.	A/I
Proactive, able to look ahead and plan accordingly.	A/I
Demonstrable ability to plan, prioritise and deliver to tight timescales.	A/I
Demonstrates a methodical approach and strong attention to detail.	A/I
Ability to handle sensitive and confidential information in line with the Society's rules and policies.	A/I
An understanding of diversity, and the practical implications of working for an employer with a commitment to equal opportunities.	A/I
An understanding of the issues affecting people with Alzheimer's and other forms of dementia and their carers.	A/I
Demonstrable and consistent approach towards others in operating with confidence and integrity.	A/I
The ability to influence stakeholders, including senior leaders inside and outside the Society.	A/I
Ability to work with tact and diplomacy.	A/I
Ability to create, develop and nurture strong working relationships.	A/I
Ability to plan, prioritise and deliver complex workloads to tight timescales.	A/I
Ability to proactively build relationships and trust with internal and external colleagues.	A/I

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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 & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants 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