

## About Us

Centre 404 is a thriving local charity that supports people with a learning disability and their families. As part of this work, we deliver many services and community based activities from our busy premises on Camden Road.

Our Central Team provides leadership, administrative and infrastructure support that underpins the effective delivery of these services. As a team we aim to provide services and facilities that are accessible, inclusive and welcoming and that are of the highest quality possible, we are looking for candidates who share our values and who are committed to achieving high standards and excellence in their work.

This is a fantastic opportunity for a highly organised and practical professional to join our Central Team as a PA to our CEO and Board of Trustees, in addition to offering comprehensive administrative support to the company.

Ideally, we would prefer applications from candidates who are looking to remain in the post for at least three years in order to provide continuity for our base and to see through the development of specific upcoming projects.



## About the Role

Reporting to the CEO and Head of HR and Resources, the post holder will play a vital role in our Central Team directly contributing to the smooth running of the organisation.

As a PA to our CEO (Linda McGowan), the post-holder will support her to develop and implement improved and efficient ways of working. They will also act as a first point of contact for our board of Trustees. One of the performance indicators for this role will therefore revolve around the quality of support provided to the CEO and Trustees. PA duties will include diary management and scheduling, liaising with senior managers, funders and other professionals and partners and organising and minuting committee meetings. This aspect of the role requires excellent communication abilities and a high level of professionalism and discretion as you will be party to some commercially sensitive and highly confidential information.

In addition, the post-holder will manage some of the organisation's administration, including but not limited to maintenance of relevant records and archives, coordinating work towards the renewal

and/or implementation of external accreditations, and ensuring our insurance cover is renewed – all tasks which support the smooth running of the organisation.

This post was previously split into two areas, covering PA/administrative support duties and premises management. Due to the success and growth of the organisation, this arrangement has been reviewed and updated.

### **About You**

This role offers a fantastic opportunity for the right person to get involved and see their work have a direct impact on the day to day experiences of people with a learning disability and their families at our centre. This is ideal for someone who is looking to build on some solid experience already gained in a similar support role.

The right person will be able to take on current systems and use their organisational abilities to develop the role and innovate ways of working that will help to embed efficient systems to support the wider work of the organisation.

We are looking for someone that has the ability to effectively balance multiple demands, and are keen to make this role their own and add value to the team.

We are also looking for someone with a positive and hands-on attitude who is solution focused and enjoys being resourceful and working with others as part of a team to achieve shared goals.

The post holder will need to demonstrate excellent standards of written and verbal communication as well as the ability to handle effective professional boundaries and relationships with people at all levels. You would be described by your friends and colleagues as loyal, trustworthy and discreet.