

# South Downs Leisure

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## IDENTIFICATION OF JOB

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<b>JOB TITLE</b>	Executive Assistant (part time)
<b>JOB NUMBER</b>	TBC
<b>TEAM</b>	Head Office
<b>WORKING BASE</b>	Field Place
<b>RESPONSIBLE TO</b>	Chief Executive

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## OVERALL PURPOSE OF JOB

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- To work as Executive Assistant to the CEO, support Trustees and members of the senior management team (SMT) and project support.
  - The role supports the CEO in relation to administration duties to ensure achievement of the long-term goals in line with business and strategic plans.
  - The role will also support with specific projects to be assigned as appropriate
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## MAIN RESPONSIBILITIES

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### Executive Assistant

- Prioritise CEO's emails on a daily basis
- Deal with any correspondence as requested by CEO
- Organise paperwork; shred, file, recycle, as required
- Maintain CEO diary and ensure this is printed and all necessary documents are ready for meetings
- Print and prepare packs for Board meetings
- Take minutes at Board meetings, type up afterwards and circulate to Board members
- Book rooms for meetings and send invitations to all required parties
- Communicate with Board
- Assist Chair of Trustees
- Ensure confidentiality at all times

### Administration

- Provides an administrative resource to the Senior Management team in respect of keeping the (QMS) filing system in an orderly fashion and other tasks not attributed to a specific centre

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Registered office: *Field Place, The Boulevard, Worthing, West Sussex, BN13 1NP*



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## Project Support

- Various projects will be assigned which will need to be supported in different ways, as requested by the individual project managers

## General

- Provide a high-quality service throughout all areas of work (including seeking areas of continuous improvement and development)
- To undertake other duties appropriate to the post that may be requested from time to time by the Line Management and in line with the trust policies
- To attend staff meetings and regular 1-2-1s

## Training

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