

Come and work for Halifax Opportunities Trust and benefit from:

- Accredited Living Wage Foundation Employer
- 30 days Annual leave plus Bank Holidays per year
- In house training and support with professional qualifications
- Mindful employer, a national initiative supporting employees to take a positive approach towards mental health at work
- Full sick pay after a qualifying period

EXECUTIVE PERSONAL ASSISTANT
for Children & Families Lead
37.5 hours per week
£27,000 per annum
Fixed term contract for 12 months

We are now looking for a passionate and enthusiastic team member, to as part of the Senior Management team for the Children & Families service, who has excellent organisational and communication skills and has experience of working in a fast-paced environment.

You will carry out arrange of duties to support the smooth operation of the service, including support for senior managers with organisation of meetings, minute taking, electronic file management, administration duties and some reception support.

You will need:

- A minimum of 3 years' experience of working as an Executive Personal Assistant or a similar role.
- Experience of working in a busy office/reception environment
- Experience of direct face-to-face contact with members of the public
- Experience of dealing with enquiries, requests for information and producing reports
- Experience in the use of Microsoft Word, Excel, Publisher and Outlook
- Experience of taking complex minutes
- Have GCSE or equivalent standard in Maths and English at Grade C or above.

We offer opportunities for ongoing professional development and further training.

Halifax Opportunities Trust is committed to safeguarding and promoting the welfare of children and providing equal opportunities in employment. This post is subject to an enhanced DBS check and satisfactory references.

Closing date for applications is Friday 16th August 2024 at 5pm
Interviews Thursday 5th September 2024

For an informal discussion regarding the above post please contact Caren Parkinson on
01422 342552 ext. 210

To apply, please visit our website on www.halifaxopportunitiestrust.org.uk and download an application pack.

Please note that we do not accept CVs as a form of application.

Halifax Opportunities Trust is an accredited organisation of the Living Wage Foundation

