

Job Description

Job Title	PA
Location	Central London
Reporting to	TBC
Direct Report	N/A
Term (Perm/Fixed term contract)	Permanent
Salary range	£25,000 - £30,000

Overview

The Careers & Enterprise Company is a social enterprise, set up with a grant from the government to help young people in England find their best possible future. Our mission is to help inspire and prepare young people for the fast-changing world of work.

The Company acts as national umbrella organisation connecting schools, businesses and third sector/charitable organisations.

The Company is a dynamic, innovative organisation that blends expertise from the private sector, third sector, education, business, academia and government. We are also an equal opportunity employer and value the diversity of our team.

We address challenges in school-to-work transition in the following ways:

1. **Build Local Networks:** We have built an Enterprise Advisor Network that connects schools and businesses to support young people. We are working with over a third of all secondary schools and colleges in England, with over 80 full time Enterprise Coordinators and 1000 business volunteers.
2. **Back Proven Ideas:** The Company has launched several investment funds that make grants to support projects with proven methods for helping young people prepare for work. We have invested over £10 million to date, helping over 250, 000 young people in need.
3. **Find Out What Works:** We are an evidence led company that undertakes research to understand what works to help young people and to find out where support is needed the most.
4. **Support young people with technology:** Digital systems are important, helping young people find ways to improve their skills. We are creating national standards and underpinning technology that will support young people.

Christine Hodgson, chairperson of Capgemini, was named as chairperson and it was established as a CIC, independent of government. Other board members include Lord Young, former Enterprise Adviser to the Prime Minister, Steve Holliday, former Chief Executive of National Grid plc, Brian Lightman, former General Secretary of ASCL and Dame Julia Cleverdon DCVO, CBE, Vice President of Business in the Community and Special Adviser to The Prince's Charities. The company is led by Claudia Harris, CEO and former partner at McKinsey.

Role Summary

You will provide high quality assistance and administrative support to Senior Leaders and Heads of Department across the organisation, including full diary management and proactive PA support. In addition, you will support the team by ensuring a smooth running of the office, which will involve receptionist duties such as, answering phone calls, arranging meetings, greeting guests and facilitating room bookings.

Key Responsibilities

- Act as first point of contact for the senior leaders you support in a professional manner.
- Manage, co-ordinate and maintain the diaries of those you are supporting, including liaising with internal and external contacts to set and confirm meetings and agendas.
- Process expenses in a timely manner.
- Pro-actively plan ahead and identify needs, including travel, accommodation, papers for meetings and identifying possible diary clashes in weeks ahead.
- Support the team in answering telephone calls, greeting visitors and booking meeting rooms.
- Support the other PAs’/ EAs’ in booking meeting rooms for the business.
- Support in the maintenance of the general company mailbox to ensure all emails are passed to the relevant team member.
- Distribute the post, order stationery, make sure general office supplies are stocked.
- Undertake ad hoc projects and activities to support the company’s overall aim of preparing young people for the world of work.

Job Specification

Qualifications & Experience Required

- PA experience in managing multiple Senior Level manager and directors
- Strong Administration experience, including diary and travel management
- Private Sector experience is desirable
- Experience using Microsoft programmes including Excel and PowerPoint.
- Highly organised and great attention to detail
- Flexible with a “can do” attitude in taking on ad hoc tasks
- Good experience in providing the highest levels of customer service and satisfaction both internally and externally

Skills & Our Core Competencies

- Energetic and adaptable
- Collaborative and good at building relationships.
- Strong focus on providing the highest level of service and satisfaction
- An excellent communicator with good interpersonal skills, confident working with individuals at all levels
- Customer service focus
- Team player