

DIAL DONCASTER

JOB DESCRIPTION

Job Title: Personal Assistant to DIAL Doncaster Management Committee

Hours of Work: 15 hours per week

Responsible for: The effective running of the DIAL Doncaster Management Committee, ensuring that the correct governance arrangements are in place and that DIAL Doncaster meets all relevant quality standards.

Responsible to: Chair of the DIAL Doncaster Management Committee

Primary Role

To ensure DIAL Doncaster Chair and Management Committee is supported to fulfil the requirements of the Charity Commission'

Duties

Working with the Management Committee

1. Update annually DIAL Doncaster's information on Companies House and The Charity Commission websites.
2. Ensure an annual calendar of meetings of the Management Committee is in place.
3. Prepare the agenda and collate any relevant papers for the monthly Management Committee meetings.
4. Send out the agenda and any relevant papers to Trustees in good time prior to the Management Committee meeting.
5. Attend all Management Committee meetings, take the minutes and support the Director/ Chair at the meeting.
6. Be the point of contact for all Trustees on the Management Committee.
7. Inform the Director/Chair of any issues or information that may arise in between Management Committee meetings.
8. Organise DIAL Doncaster's AGM including booking a venue, sending out invitations and organising refreshments.
9. Produce DIAL Doncaster's Annual Report.
10. Maintain DIAL Doncaster staff personel records.
11. Provide administrative support to the staff recruitment process including advertising vacancies, organising interviews and applying for DBS checks.

Quality Standards

1. Carry out annual Health & Safety Risk Assessments and inspections. Analyse and report findings to the Management Committee.
2. Quality Marks: ISO9001, CHAS, Investors in People, Investors in Volunteers. Ensure that the tasks required to qualify for the above listed quality standards are undertaken when required.
3. Be the point of contact for the above quality organisations and meet with the relevant Quality Auditors when they visit to inspect DIAL Doncaster.
4. Keep comprehensive records of evidence to ensure that DIAL Doncaster complies with all standards required.

Other Responsibilities

1. Organise and facilitate monthly staff meetings. Ensure an annual calendar of meetings is in place and prepare an agenda and ensure an accurate record is kept.
2. Order stationery and consumables as and when required.
3. Ensure all office equipment is maintained and in good working order.

These duties and responsibilities should be regarded as neither exclusive nor exhaustive, as the post holder may be required to undertake other responsibility and duties commensurate with the grading of the post.