



## BYHP Volunteer Programme

### **P.A. to Chief Executive Officer (CEO)**

#### **Main Duties**

- Provide support to CEO
- Schedule meetings / manage diary commitments
- Review email to highlight important items and key actions / timescales
- Organise key weekly activities
- Oversee HR based systems and processes to brief CEO
- Make contact with external stakeholders related to a range of matters
- Review and closely filter incoming funding communications to identify potential funds for BYHP to apply for
- Assist CEO in the set up and implementation of an automated fundraising & application process

#### **Hours of Work**

- Flexible to suit the appropriate candidate but not less than 3 hours a week
- This role could be done as a P.A. or V.A. subject to initial discussions

#### **Person Specification**

- Due to the sensitive & sometimes confidential nature of the CEO's work the person must be highly trustworthy, discrete and reliable
- This role would suit someone who is interested in the workings of a small charity, who is highly organised and whose communication skills, spoken, written and listening are strong and well-developed

#### **Skills / Abilities Required**

- Experience of providing assistant service to managers
- To work 1:1 or independently
- Microsoft Office software / Outlook email
- Flexibility and patience
- A sense of humour and a love of tea and cake!

All volunteers are required to apply and to undertake an assessment interview with the appropriate member of staff.

All volunteers need to sign a BYHP confidentiality agreement.

All volunteers who will have contact with BYHP's client base will be required to undergo an enhanced DBS check and only when a satisfactory DBS certificate has been seen by BYHP's admin team will a volunteer be allowed to start.