

## **Job Advert – Personal Assistant (PA)**

The Victory Services Club (VSC) is a successful charity which provides membership services to serving members of the UK Armed Forces, NATO and the Commonwealth, and their families. The Club, which is close to Marble Arch, has 200 bedrooms, extensive dining facilities, and seven Event Rooms which are available for Club members. Our Event Rooms are hired to generate revenue for the charity. The Club operates a number of schemes to provide free breaks for serving members of the Armed Forces.

We have a fantastic new opening for a highly organised and practical professional to join our team as the PA to our CEO and to provide support to the Board of Trustees, in addition to offering comprehensive administrative support.

The post holder will oversee aspects such as diary management and scheduling, liaising with senior managers, and other professionals and partners and organising committee meetings including arranging briefing packs and coordinating Trustees attendance. In addition, they will manage the CEO's mail and coordinate responses, after seeking inputs from other colleagues. The PA will also draft short responses on behalf of the CEO.

We are looking for someone who has the ability to effectively balance multiple demands and is keen to make this role their own and add value to the team. The right person will be able to take on current systems and use their organisational abilities to develop the role and source innovative ways of working to support the wider work of the organisation. They will also need to demonstrate excellent standards of written and verbal communication, as well as the ability to handle effective professional boundaries and relationships with people at all levels.

To be successful as the PA to the CEO you will be a good communicator who can proactively project manage. With brilliant administration and organisational skills, you will be capable of working with and inspiring colleagues. Essential for success, the right candidate will be comfortable with using MS products, and can store and retrieve documents. Having a military or charity background will be an advantage, but is not essential.

**This is an excellent opportunity to provide support to the CEO and Board of Trustees.**

**Closing date:** The Closing date is 4<sup>th</sup> December 2021, although applications will be considered for shortlisting on a rolling basis, and the closing date will be brought forward if a successful candidate is found prior to 4<sup>th</sup> December 2021.

We're currently in the process of taking applications for this position. We will begin taking interviews in the next two weeks. If you are selected to continue to the interview process, our HR Department will be in contact with you by the latest 19th November 2021.

Due to the volume of applications, if you do not hear from us unfortunately this means we have not taken you forward to the next stage.

The VSC is committed to staff development and supervision, and we will provide a detailed induction and on-going training and support. We are an equal opportunities employer and we welcome applications from all sections of the community.

If you have any questions or would like to have a chat about the role, please feel free to get in touch.