



Personal Assistant to the Chief Operating Officer

Full time

Based at Hinsley Hall, Leeds

This full time post is a stimulating and varied role delivering co-ordination, support and assistance within the Leeds Diocesan Curia in the Executive Team supporting the Chief Operating Officer and his Management Executives.

Prime Objectives of the Post

- To provide personal assistance and support to the Chief Operating Officer (COO).
- To service the various Directors' Board Meetings and Finance Meetings.
- To co-ordinate and work with other members of the Executive Team.

Key Duties and Responsibilities

- Providing diverse secretarial and administrative support to the COO.
- Acting as a first point of contact to the COO: dealing with correspondence and phone calls.
- Managing diaries and organising meetings and appointments.
- Organising travel, accommodation and logistical arrangements within a pre-defined budget.
- Organising Board Meetings events and conferences.
- Scheduling and taking minutes for Board Meetings and various COO and Trustee Meetings.
- Maintaining regulatory documentation.
- Typing, compiling and preparing reports, presentations and correspondence.
- Managing databases and filing systems.
- Implementing and maintaining procedures/administrative systems.
- Liaising with staff, clergy and parishes.
- Miscellaneous tasks to support the COO, such as completing charity governance reporting to ensure that the Charity is being run efficiently and complying with legislation and regulations or conducting relevant research.

Qualifications & Skills required

Essential Requirements

The post-holder must be able to demonstrate:

- Minimum 5 years' experience in a similar role.
- Computer literate with experience of using MS Office Suite.
- Ability to handle confidential and complex issues in a professional and objective manner.
- Highly organised with great attention to detail and accuracy.
- Ability to work under pressure, manage time and prioritise work to deadlines.
- Strong communication and Interpersonal skills.
- Ability to work as part of a team.

Desirable Qualities

- That the post-holder be a practising Catholic.
- Appropriate computer qualifications.
- Shorthand.

Personal Qualities

- Self-confidence.
- Adaptability.
- Flexibility.
- Empathy.