



Job Description	
Job Title	PA to Board of Directors
Salary	Attractive competitive salary
Hours of Work	Standard working week, a minimum of 40 hours excluding lunch breaks of half hour daily. In addition, you may be required to work outside normal office hours in the evening and weekends for match days and other events
Location	The Pirelli Stadium, Princess Way, Burton on Trent, Staffs DE13 0AR
Responsible to	Chairman
Contractual Status	Full time
Overall purpose of the job	<p>To provide comprehensive PA support to the Club's Board of Directors. You must be able to lead, organise and be proactive, and always one step ahead to respond efficiently and effectively and will be instrumental in ensuring the smooth-running of all associated duties.</p> <p>This role requires a self-sufficient, flexible candidate and is an excellent communicator, and demonstrates the ability to pay close attention to detail and possess a positive attitude.</p> <p>Working within a busy and dynamic environment it is essential you can work under pressure and meet tight deadlines. This is a varied role so you will need to be organised, prioritise your workload and have previously worked in a similar role.</p>
Duties and responsibilities	<p>Pro-active approach to diary management and coordinating a busy workload schedule. Understanding busy periods and actively helping to priorities time through understanding, while keeping a daily track of events.</p> <p>Planning and anticipating events well in advance and understanding the rotation and volume of the workload.</p> <p>Attendance and facilitate at meetings and taking minutes and subsequent documenting of all relevant paperwork to all concerned. Be confident in chasing to keep on track with deadlines and follow up action to be implemented.</p> <p>Being highly organised through maintaining up to date filing, understanding key documents produced and proactively assembling relevant meeting papers and inputs for including agendas and committee meeting preparation.</p> <p>First point of contact for all incoming calls, correspondence, internal and external contacts to the Chairman & Directors.</p>





	<p>Ability to build, develop and manage relationships with all internal and external parties and the wider community.</p> <p>Ensuring all necessary tools well in advance of each meeting including briefing notes, background presentations and general documents where required</p> <p>To develop, maintain and review administration systems to achieve maximum efficiency across the whole business.</p> <p>Preparing and transcribing reports, documents, letters, meeting notes and emails ensuring a robust attention to detail. Ability to use shorthand and audio skills are essential.</p> <p>Managing legal documents, recording and documenting on systems and monitoring a variety of processes for the purpose of co-ordinating and ensuring compliance with established legal and/or administrative requirements.</p> <p>Prepare a wide variety of written material to include budgets, billings, minutes, assessment, planning schedules for the purpose of ensuring compliance and/or communicating information.</p> <p>Processing and collating documents and/or materials including invoices, mail, transcripts and contracts for the purpose of updating information and/or ensuring compliance.</p> <p>All other administration duties which include filing, expenses, responding to invitations, proofreading documents, dealing with invoices.</p> <p>Take responsibility and care for the health and safety of yourself and other employees who may be affected by your acts or omissions at work.</p> <p>To comply with all aspects of the Clubs Health & Safety Policy and arrangements, to enable the company to perform its civil and statutory obligations in relation to Health & Safety</p> <p>The role may require presence on match days, assisting the Chairman and liaising with various officials and other members of the match day organisational team.</p>
GENERAL	<p>This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation</p> <p>All employees may be required to undertake any other duties as may be responsibly requested</p> <p><u>Equality & Safeguarding</u> Burton Albion are committed to ensuring that equality of opportunity is at the very heart of everything we do to ensure we provide fair and non-prejudicial access to the services across the Club. We uphold everyone's freedom of rights and choice to be different and aim to provide opportunities for everyone to succeed. It is the policy of the club that no person, whether player, job applicant, employee, volunteer or customer, shall be discriminated against. The club opposes all forms of unlawful and unfair</p>





	<p>discrimination, either direct or indirect, or harassment, on the grounds of the following 'protected characteristics': Age, Disability, Gender Reassignment, Marriage & civil Partnership, Pregnancy & Maternity, Race, Religion or Belief, Sex and Sexual Orientation. Anyone who is found to be in breach of this could receive disciplinary action, which may well include suspension and dismissal.</p> <p>Burton Albion are committed to and has both a moral and legal obligation to ensure that all children and vulnerable adults are protected and kept safe from harm whilst engaged in services organised and provided by the club and believes that the general wellbeing, welfare and safety of all children and vulnerable adults engaged in club activities is of the upmost importance. The club will fulfil its responsibilities by ensuring it displays best practice in safeguarding matters, carried out in a spirit of partnership and openness with the child or vulnerable adult, families and the relevant local authority</p>	
QUALIFICATIONS & REQUIREMENTS	<p>5 GCSE's at grade A-C or equivalent</p> <p>Fully computer literate, including the use of all Microsoft Office packages</p> <p>First class organisational and administrative skills, office management, and the ability to anticipate and always prioritise the diverse workload</p> <p>Excellent communication skills and the ability to maintain complete confidentiality always</p> <p>An outgoing and confident personality</p> <p>OCR/RSA Level 1 or relevant NVQ Level 1 in Business and Administration</p> <p>OCR/RSA Level 3 or relevant NVQ Level 3 in Business and Administration</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p> <p>Desirable</p>
EXPERIENCE	<p>An understanding of the principles of managing information</p> <p>Experience of working to deadlines, in a high-pressure environment</p> <p>Excellent verbal and written communication skills</p> <p>Used to working in a fast-paced environment providing accurate and timely information to a high standard</p>	<p>Essential</p> <p>Essential</p> <p>Essential</p> <p>Desirable</p>

