



PALM HOUSE

S E F T O N P A R K

Recruitment pack – Executive Assistant

Rooting for people, plants & place

Welcome to the Palm House

We are delighted that you are considering applying for a role with Sefton Park Palm House Preservation Trust. We are a charity that is responsible for the management and operation of Liverpool's much loved and iconic Palm House in Liverpool's Sefton Park. We work with our key partner Liverpool City Council, the owner of the building, to maintain and look after the beautiful building and plants from Liverpool's Botanic Collection.

Our organisational values are collaborative, community, inclusive, quality and sustainable.

These values guide our work as a team and with our visitors, communities and clients alongside our mission statement of "rooting for people, plants and place". Our key strategic aims are to:

- Improve the wellbeing of local residents
- Build understanding of the value of plants
- Provide opportunities for education & skills development
- Support pride in place
- Include and be representative of local diverse communities
- Sustain and diversify income.

Alongside our community and public programmes, the Trust raises its own income through private hires, a cafe and kiosk offer, donations and grants. All the income we raise funds the Trust's activities.

We hope you will find the information in this pack useful, but if you need any other information about the role then please don't hesitate to contact kate.johnson@palmhouse.org.uk.

We look forward to receiving your application.

Best wishes,

Kate Johnson

CEO



Executive Assistant

8 hours per week

£14.11 per hour (£27,514 full time equivalent salary)

Hybrid

Role Description

Summary

The Executive Assistant will provide executive support to the CEO and act as key point of contact in support of the Board of Trustees. Working with the CEO and Chair of the Board, the postholder will schedule and coordinate meetings, take effective minutes and undertake other key administrative duties. The postholder will be a hybrid worker – working from home and attending site as required. The working pattern for this role is generally two 4 hour shifts per week (Monday to Friday).

Key responsibilities

- Manage the diary of the CEO, coordinating and prioritising internal and external meetings as appropriate
- Schedule the Board of Trustee quarterly meetings, AGM, sub committee meetings
- Support the CEO and Chair of the Board in setting agendas, collating board papers, and take effective and clear minutes as required
- Effectively communicate with CEO and Board of Trustees, circulating key information in a timely manner
- Develop and maintain an administrative platform for Board information
- Provide administrative support to the Trustees eg. co-ordinate information gathering
- Maintain an action log following board meetings and coordinate completion of actions
- Maintain a schedule of key dates for organisational compliance, liaising with colleagues as required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated by your changing role within the organisation and the overall business objectives of the organisation.

Person Specification

Experience

- Experience as an executive assistant or similar role in a charity or voluntary organisation
- Strong administration skills with experience in providing executive administrative support
- Experience in managing confidentiality

Knowledge and Skills

- Excellent organisational and administrative skills with attention to detail
- Ability to prioritise effectively
- Effective communication skills, with the ability to write clear and consistent communications
- Professional and positive approach
- Ability to manage confidential information with sensitivity and discretion
- Flexible approach with the ability to support some evening meetings as required
- Able to work as part of a team and independently
- Collaborative and team spirited with strong team work skills
- Strong IT skills (familiar with Microsoft Office including Teams)