



Reaching every BSL user with more of the BSL programmes that they love to watch

Role Description: Personal Assistant to SMT & Trustees

Full-time

Salary according to skills and experience

London-office based

(Will consider a home-based person who can occasionally travel to our office, if beyond reasonable commuter distance)

Role Purpose

This role supports the Senior Management Team (Chief Executive, Deputy Chief Executive, Head of Production and Head of Communications and Distribution) and the Board of Trustees.

The PA reports to the Deputy Chief Executive.

Key responsibilities:

- Comprehensive diary management service at a senior level, anticipating calendar changes and responding accordingly, including anticipating necessary pre-brief or debrief meetings, which may include organising and prepping interpreters.
- Frequent liaison with senior level internal and external contacts at partner organisations, stakeholders and across the industry, dealing with routine issues and coordinating more complex responses, ensuring these are delivered in a timely and effective manner.
- Organising complex internal and external meetings and diary schedules, organising project meetings, and booking meeting rooms and catering where required.
- Planning and managing travel arrangements.
- Drafting letters/emails/documents for the SMT.
- Assisting with requests from the staff to the SMT.
- Organising staff events.
- Being responsible for interpreter bookings and ATW budgets and working with the Finance Officer on ATW claims.
- Supporting trustees **note that trustees will liaise with the Governance Manager or Deputy Chief Executive for any PA requests.*
- Being a first point of contact for BSLBT and monitoring and responding to emails in the info@bslbt.co.uk mailbox.

Employees are also required to comply with all BSLBT policies and relevant legislation.

You may be expected to carry out other duties which fall reasonably within this role.

Person specification

Essential:

- At least 4 years' experience in a senior PA role.
- Outstanding and strong organising and administrative skills, with the ability to prioritise and multi-task.
- A high level of attention to detail.
- A high level of numerical and writing skills and competent in the use of MS office software to a high level (Word, Excel, PowerPoint, Outlook, and PDF editor).
- The ability to write accurately and clearly in English.
- Good communication and team-working skills, with the ability to build and maintain both internal and external contacts and relationships.
- A BSL user or, if not, a willingness to learn BSL.
- An interest in BSL Zone programmes.

Desirable:

- Experience of working with a charity Board of Trustees.
- Experience of living or working in the Deaf community.
- Experience of working in the TV, film, or arts sectors.

This is a description of the job as it is presently constituted. It is the practice of BSLBT to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed.