

**Job Title: Executive Assistant to the CEO**  
**Hours: Full time, FTC for 12 months**  
**Location: Homebased with flexibility for travel**  
**Salary: £30,000**

**PSC Support** is a charity that improves the lives of people affected by the rare, autoimmune liver disease, primary sclerosing cholangitis. PSC Support provides much needed information and emotional support for patients and their families, and advocates for better liver healthcare services for patients.

The **Executive Assistant** will provide exceptional assistance to the new CEO.

The successful candidate will demonstrate:

- Outstanding organisational skills with the ability to prioritise tasks
- An understanding of medical research
- Empathy and understanding of health conditions, in particular PSC
- Ability to handle confidential information sensitively and be compliant with data protection laws

The successful candidate will promote and adhere to the core values which inform every aspect of PSC services, policies and practices: having a transparent, collaborative approach, involving and valuing the contribution of patients, and being tenacious in the pursuit of a curative treatment for PSC. You will act as an advocate for PSC Support and develop positive and beneficial relationships with other organisations.

*We welcome and encourage applications from people of all backgrounds. We do not discriminate on the basis of disability, race, colour, ethnicity, gender, religion, sexual orientation, age, veteran status or other category protected by law.*

*To apply please send your CV and covering letter to Paula Hanford, CEO, PSC Support [paula@pscsupport.org.uk](mailto:paula@pscsupport.org.uk) or call 07514 235456*

Closing date for applications: 28/06/22  
Interview date: 05/07/22

## Job Description: Executive Assistant to the CEO

<b>Job Title</b>	Executive Assistant to the CEO
<b>Responsible to</b>	CEO
<b>Hours</b>	Full time (37 hours per week) with occasional weekend and evening work
<b>Location</b>	Home-based, with the requirement for nationwide travel

<b>Responsible for</b>	A cohort of volunteers
<b>Salary</b>	£30,000 Fixed Term Contract (12 months)
<b>Holiday</b>	28 days annual leave, plus bank holidays
<b>Pension</b>	PSC Support operates an auto enrolment pension scheme for all eligible job holders, as is legally required. Current contributions are 5% for the employer and 5% for the employee.
<b>Criminal Record Disclosure</b>	The post entails working with vulnerable people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.

## Job Purpose

To provide organisational support to the CEO and trustees and to manage the research programme.

## Key Duties:

- Overseeing the administration of Board of Trustees' meetings, eg, arranging dates, agenda circulation and drafting minutes.
- Working with the CEO in assisting the Trustees in the preparation of reports, policies and and position statements on behalf of PSC Support
- Overseeing the administration and moderation (and provide moderation) of the PSC Support facebook group
- Managing a cohort of PSC volunteers
- Liaising with volunteers to develop PSC resources
- Co-ordinating the development of high-quality PSC information in line with the charities Information Standards for use on the website, social media, ebulletins and printed material
- Assisting with Ask the Expert Sessions
- Managing the online PSC Helpline calling system
- Assisting in the project management of app development
- Alongside other staff, producing engaging content for social media, website and newsletter
- Assisting the CEO in preparing for presentations at events
- Updating the PSC Support website and publications and maintain accurate records of information sources, reviews and updates
- Responding to incoming external enquiries (excluding fundraising)
- Representing PSC Support on relevant forums

- Managing PSC’s Research Programme including complying with AMRC standards, responding to queries, working with pharmaceutical companies to check protocols, liaising with the Scientific Committee and managing research applications from start to finish.
- Managing patient involvement for third party research applications including NIHR, Medicines Research Council etc
- Providing daily and monthly checks on app forms and data retention
- Managing aspects of IT - approving the connection of devices to Google Workspace, informing the migration process to Microsoft Office/Sharepoint, liaising to update plugins and renew Microsoft licences.
- Tracking consented stories and photos including their removal after 3 years

## About You:

Experience	Essential/ Desirable	Evidence <i>Application (A)</i> <i>Interview (I)</i> <i>Test/ Presentation (T)</i> <i>Documentary (D)</i>
At least 3 years’ experience of working in the voluntary sector in either voluntary or paid role	Essential	A, I
Writing engaging content for websites and social media	Essential	A, I
Managing volunteers	Essential	A, I
Online event management	Essential	A, I
Project Management	Essential	A, I
<b>Knowledge, Skills and Abilities</b>		
Educated to A level or equivalent	Desirable	A, D
Advanced Microsoft Office skills	Essential	A, I

Knowledge of research, medicine development and regulation associated with working with pharmaceutical companies	Desirable	A, I
Advanced Powerpoint skills	Essential	A, I
Knowledge of GDPR, legal and best practice	Essential	A, I
<b>Values and Behaviours</b>		
<b>Commitment</b> - a demonstrable commitment to PSC Support's mission, vision and values.	Essential	A, I
<b>Integrity</b> - acts with integrity, building high levels of trust, openness and collaboration with staff, Trustees, volunteers and key stakeholders at all levels.	Essential	A, I
	Essential	A, I
<b>Transparency</b> - works in a transparent way; is accountable for actions; respects and maintains confidentiality in course of work.	Essential	A, I
<b>Curious</b> - takes initiative, has a natural curiosity and willingness to learn and improve and work to the highest standards		