

# PA to Head of Partnership Development

## Job Description



Salary- £26,500 - £28,000 per annum (pro-rated)



Location- Homebased with some face-to-face meetings with Head of Partnership Development in Weymouth (must live in Weymouth/Surrounding area)



Working hours- 20 hours per week (flexible on days/times but must be within 8am-6pm Monday-Friday)



Reporting to- Head of Partnership Development

## Organisation Overview

Genius Within is a Social Enterprise whose mission is the promotion of neurodiversity within businesses, education, and communities. We work with HR and Occupational Health providing talent management and disability consultancy and intervention, we also work in prisons and with unemployment support providers.

Genius Within's values are passion, professionalism, openness, integrity and loyalty, we want to work alongside individuals who have neuro-inclusion at the heart of what they do and who endeavours to support individuals and the team to ensure high service standards are maintained.

## Equality Diversity and Inclusion

Genius Within cares deeply about creating a diverse and inclusive workplace. We are proud to be an equal opportunity employer and a disability confident leader. We are committed to equal employment opportunity regardless of race, colour, ancestry, religion, sex, national origin, sexual orientation, age, citizenship, marital status, disability, or gender identity.

Genius Within does not require disclosure to make reasonable adjustments. We ask all employees "how can we support you to work at your best" and are adept at provision of coaching, technology, flexible terms to meet this objective. Our highly successful majority disability staff team are testament to the benefits of making adjustments.

## Job Purpose

- To ensure the Head of Partnership Development is well resourced
- To support the Head of Partnership Development to achieve on time delivery of objectives and tasks
- To collaborate and build relationships for the transparent and seamless flow of information
- To maintain the professional profile of Genius Within
- To aid the performance and growth of the Business Development team by maintaining and delivering impeccable administrative support
- To live the Genius Within values of passion, professionalism, openness, integrity, and loyalty

## Main Duties & Responsibilities

- To enable the Head of Partnership Development to deliver their work on time, prepared and organised.
- Manage the Head of Partnership Development's time – plan meetings and phone calls, manage and review incoming and outgoing emails, diary management, filing and coordinating travel arrangements (including route planning, creating itineraries, and booking travel).
- Aiding with creation of proposal documents, emails, reports and entering information on to databases/spreadsheet trackers with accuracy and by set deadlines.
- Monitoring diary and ensuring that meetings invites are sent out, and accepted, within the capacity of the Head of Partnership Development (i.e. no clashes, adequate admin time between).
- Conserve Head of Partnership Development's time by reading, researching, and routing correspondence.

- To keep an annual calendar of core meetings, company events.
- Meeting Ownership - coordinating internal and external diaries, minutes, arranging catering for attendees if required, actions logs for internal and external meetings. This might include:
  - o Booking meeting venues where required
  - o Booking travel and accommodation
  - o Completing expenses forms (uploading receipts) on a monthly basis
  - o Attend meetings and take minutes.
  - o Distribute agendas/minutes/papers for meetings (management and team level).
  - o Produce Action Reports from the minutes as required.
- Providing support to the Head of Partnership Development with personal life admin tasks e.g., collections from pharmacy

## Managing Performance

- Support the Head of Partnership Development with monthly summary report of Business Development activities.
- Ensure the Business Development team has the necessary tools and resources, for example handouts, PowerPoint slides and up-to-date processes.
- Update and improve processes and documents in line with company compliancy.

## Profile and Brand Management

- Maintain your knowledge of the business and its vision for development and growth; share observations with the Management Team of any operational risk
- Actively participate into the liaison with key clients/new business and support tender writing by providing accurate information
- Contribute and support the development of new provision by sharing observations and innovative ideas, as we grow and progress into new markets

## General Responsibilities

- Maintain own CPD study and learning opportunities, to keep own knowledge fresh and relevant
- Ensure that all Genius Within policies, such as the Equality and Diversity, Code of Conduct, safeguarding procedures, Health and Safety and Confidentiality are fully applied at all times
- Ensure accurate and secure handling of data including DBS, case notes, and financial records, in line with Genius Within's GDPR and IT Security Policies
- Actively participate in promoting Genius Within's posts on our social media platforms

## **Knowledge, Skills and Experiences**

### **Required (Must have)**

- Highly competent IT user – familiar with Microsoft packages, Google packages, webinar software, databases and storage solutions
- Strong demonstrable ability to accurately analyse data and supply reports and spreadsheets
- Advanced user of Excel (formulas, Pivot tables, etc.)
- Confident ability to produce high quality PowerPoint slides, and format Word documents to a high standard which clearly illustrate the content within
- Excellent telephone manner and ability to build rapport with external organisations and employees working remotely

**This job description is intended to provide a broad outline of the main duties and responsibilities only. The post holder will need to be flexible in developing the role in conjunction with their line manager. The post holder may be asked to carry out any other delegated duty or task that is in line with their post.**

**The successful candidate must undergo a basic DBS check, on the basis that the role involves contact with vulnerable adults, in accordance with the Rehabilitation of Offenders Act (1974). Other relevant recruitment checks may also be carried out, including HMG Baseline Personnel Security Standard and prison vetting and clearance.**

**We recognise the contribution that people with criminal records can make as employees and associates and welcome applications from applicants who meet the role requirements. A person's criminal record will not, in itself, debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.**

**Our core values include openness and integrity and we work hard to create a culture built on trust and transparency. This is extremely important in order to serve our community who rely on us to provide a safe space and support for them to unlock their own Genius Within. vetting and clearance.**