



JOB DESCRIPTION | PA to TRUSTEES & EXEC. MANAGER | AL MUNTADA TRUST

Job title:	PA to TRUSTEES & EXEC. MANAGER		
Salary:	£20,000 – £22,000 Per annum (Depending on experience)	Location:	Parsons Green, London SW6
Responsible to:	- Trustees - Executive Operations Manager	Responsible for:	N/A
Contract:	- Full Time, 40 hours per week - Permanent [subject to Probation Period] - Monday to Friday	Start Date:	Immediate Start

1. The Role

We are seeking to recruit a dynamic, proactive PA who will report to and work closely with our newly appointed EXECUTIVE OPERATIONS MANAGER (EOM) who has a wealth of experience in the third sector. The candidate must be confident in providing essential support in administration of governance systems and processes within the charity, alongside staff development. The ideal candidate will also be responsible for overlooking the PR activities and communicate on behalf of Al Muntada Trust.

2. Main tasks

- Provide full PA support to EOM to include diary and travel management.
- Work closely with the EOM, plan and coordinate the diary and keep the EOM well informed about upcoming commitments and responsibilities.
- Carry out Public Relations duties for the Trust under the direction of Trustees and the EOM such as, including but not limited to, issuing Press statements, updating media channels and outlets, sending and receiving communications to and from relative bodies and entities.
- Support the Management Team in their day-to-day activities.
- Maintain records and files for the EOM in a professional manner so that EOM gets up-to-date information on matters related to management and development of the charity.
- Screen telephone calls, handle enquiries and requests from local and international partners, agents, representatives and dignitaries.
- Facilitate and schedule meetings, and ensure that follow up action can be implemented. If necessary arrange refreshments, seating and taking minutes.
- Work closely with HR and liaise with all departments to keep them informed about the day-to-day process.
- Making conference call set up, video calls setup, and room bookings as and when required.
- Research and follow up on incoming issues and concerns in order to support EOM to make appropriate decision.
- Produce professional documents, briefing papers, reports and power point presentations for EOM and the management team
- Maintain office systems, including data management, archiving and storage processes for the EXECUTIVE OPERATIONS MANAGER office.



PERSON SPECIFICATION | FINANCE OFFICER | AL MUNTADA TRUST

1.	Qualifications and Training	
a.	Educated to A-level standard	Essential
b.	A degree in Business or other relevant field	Desirable
2.	Skills and Experience	
a.	1 years' experience in a similar role	Essential
b.	Ability to juggle priorities and has effective coping strategies	Essential
c.	Maintain confidentiality and discretion at all times	Essential
d.	Responds positively to change, ambiguity, adversity and pressure. Highly organised and efficient Able to work to tight deadlines	Essential
e.	Analytical with an eye for detail. Works towards high standards of accuracy and efficiency	Essential
f.	Excellent research and drafting skills	Essential
g.	Courteous, friendly and tactful. Establishes rapport easily	Essential
l	Excellent communications skills –written and verbal	Essential
j.	Professional when dealing with Senior Staff, Fellows, alumni, donors, colleagues and students	Essential
l.	Proficiency in the use of computers & Microsoft Office Suits 2013 onwards	Essential
m.	Good judgment about when to use initiative and when to consult	Desirable
n.	Confident in decision making process	Desirable
o.	Outgoing and resilient with a sense of humour	Desirable
5.	Ability	
a.	To work in a systematic and methodical manner	Essential
b.	To adapt quickly to changing deadlines and priorities	Essential
d.	To work effectively within a team environment	Essential
e.	To work unsociable hours during peak campaigns	Essential
g.	Self-motivated and able to carry out repetitive work	Essential
6.	Commitment and understanding	
a.	Understanding of the Islamic faith.	Essential
b.	Commitment to the charity sector.	Essential