

## Job Description

<b>Post:</b>	<b>Personal Assistant to Director of People and Culture</b>
<b>Sense salary point:</b>	£32,944
<b>Responsible to:</b>	Director of People and Culture
<b>Accountable to:</b>	Director of People and Culture

### About Sense

For everyone living with complex disabilities. For everyone who is deafblind. Sense is here to help people communicate and experience the world. We believe that no one, no matter how complex their disabilities, should be isolated, left out, or unable to fulfil their potential. Our experts offer support that's tailored to the individual needs of each person, whether that's at our centres, through our holidays and short breaks, or in people's own homes. In addition to practical support, we also provide information to families, and campaign for the rights of people with complex disabilities to take part in life.

### About the People and Culture Team

The People and Culture Team at Sense exist to support all our employees at every stage of their journey with us. We provide strategic lead on people management, learning and development, internal communications and engagement at Sense. We aim to enable the organisation to have the right culture, capacity and capability to achieve its purpose.



## About the role

### Objectives

The Personal Assistant is responsible for coordinating the activities of the People and Culture leadership team to enable the efficient and effective delivery of the People Plan. This will include providing a professional administrative service, document editing, key meeting co-ordination and working with project leads to ensure key activity is in line with plans.

The following job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

### Key responsibilities

- To work alongside people project leads and to provide summary updates for Sense's Executive Team
- Work with key stakeholders and co-ordinate the monitoring and progression of activities within the People Plan ensuring progress is tracked and reported on
- Recording and then Co-ordination of actions and decisions taken at meetings led by members of the People and Culture Leadership Team
- Support the People and Culture Team with preparing reports for other meetings as necessary
- Organise travel/off site bookings and expenses reconciliation
- Draft briefings and communications on behalf of the People and Culture Leadership Team as required
- Organise wider team events and meetings when required
- Preparation of PowerPoint presentations and other material for the People and Culture Leadership Team



- Develop and administer core systems that support the Leadership Team e.g. shared drives, approvals processes, SharePoint and Teams site management
- Create, edit, and update documents to ensure accessibility standards are met, including proper formatting for readability and compliance with organisational guidelines
- Conduct thorough proofreading of documents, reports, and emails to ensure grammatical accuracy, clarity, and professional presentation
- Draft, structure, and refine papers, reports, and official documents tailored to organisational requirements and audience needs
- Evaluate, review, and manage organisational policies, ensuring alignment with current regulations, best practices, and internal objectives
- Coordinate and manage schedules for meetings, appointments, and events, ensuring timely updates and efficient time management
- Monitor, organise, and prioritise email correspondence to ensure prompt responses and task allocation.
- Schedule, attend, and take detailed minutes for EDI (Equality, Diversity, and Inclusion) Board and Employee Forum meetings, ensuring accuracy and completeness
- Monitor progress on outstanding tasks and actions from meetings, proactively following up with relevant stakeholders to ensure timely completion

## **Knowledge, skills and experience**

- Proven ability to build effective working relationships with senior leaders and key stakeholders
- Demonstrable experience of supporting senior teams – not essential to be within the HR/People profession
- Excellent communication – (verbal and written skills), advocacy and Interpersonal skills
- Intermediate level use of Microsoft Office applications such as Outlook, Teams, Word, Excel, PowerPoint, SharePoint & Skype



- Excellent time management and organisation skills
- Strong initiative and ability to work independently

## **Our values**

Everything we do is underpinned by five core values. These values shape the way we work as we pursue our vision of a world where no one, no matter how complex their disabilities is isolated, left out, or unable to fulfil their potential.

- We include
- We collaborate
- We find a way
- We challenge
- We celebrate

## **Other information**

- This job description does not form part of the employment contract.
- This post is not exempt from the Rehabilitation of Offenders Act.