

Personal Assistant to Satish Kumar

Job Description

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| Job Title | Personal Assistant to Satish Kumar |
| Location | The Resurgence Centre, Hartland |
| Reporting to | The Management Team |
| Effective date of JD | April 2025 |
| Remuneration | £14.47 per hour (£15,801.24 per annum) |
| Contract Type | Part-time, Permanent: 21 hours per week, ideally 9:30 AM - 1:00 PM (flexible). |

This job description is not part of your employment terms; it is intended as a guide, not a comprehensive definition of the post. Responsibilities and functions in roles will evolve with the Trust's needs. Your job description may therefore be amended to reflect these changes in requirements. Discussions will take place on a regular basis to clarify individual responsibilities within the Trust's structure and character of the post as identified below.

We are committed to safeguarding and promoting the welfare of children and vulnerable adults and expect all staff and volunteers to share this commitment.

This role requires an enhanced DBS disclosure.

This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

About the Role:

This is a varied and rewarding role supporting The Resurgence Trust's Global Ambassador, Satish Kumar and contributing to the smooth running of The Global Ambassadorial Programme. As a Personal Assistant, you will be responsible for a wide range of tasks, from managing Mr Kumar's correspondence and travel arrangements to supporting trustee meetings and general office administration. This role requires a highly organised and proactive individual with excellent communication skills and a passion for our mission. The successful candidate will have strong secretarial skills and advanced skills in word, Excel and Outlook (Office 365).

Your Responsibilities

Communication: *Manage Mr Kumar's correspondence (accessing, filtering, responding, collating emails), handle general email and phone enquiries, edit and dispatch correspondence, and manage correspondence during his absence.*

Events & Meetings: *Efficiently manage all aspects of Mr. Kumar's event logistics and travel arrangements, including: diary management, itinerary details, and travel bookings (fare investigation, visa applications), negotiating fees for Mr Kumar, collaborating with colleagues to manage book and magazine/book stall presence at events, and updating the Trust's online calendar.*

Event Team Collaboration: *Provide collaborative support to The Resurgence Trust's event team in the administration and execution of various events. This includes assisting with logistical arrangements, on-site event support, and post-event follow-up, supporting the smooth and successful delivery of all events.*

Financial Administration: *Proactively manage the invoicing process for fees and travel expenses, ensuring timely payment. Support Mr Kumar's financial administration as needed.*

Trust Administration

Governance: *Maintain files of trustee minutes and supporting documentation, organise trustee meetings (dates, agendas, minutes, etc.) and maintain the Register of Interests.*

Management Team Support: *Provide administrative assistance to the Management Team, including responding to enquiries (email, phone, post).*

Requirements:

Essential Requirements:

Office Administration (2+ Years): Successfully managed diverse administrative tasks, contributing to smooth office operations and efficiency.

Communication: Delivered clear and concise written and verbal communications, fostering effective collaboration and information exchange.

Organisational Excellence: Implemented and maintained efficient organisational systems, resulting in improved workflow.

Typing Speed & Accuracy: Consistently achieved typing speeds of 50+ words per minute, ensuring rapid and accurate information processing.

Microsoft Office Suite Proficiency: Advanced skills in Word, Excel, and Outlook, enabling effective data management, document creation, and communication.

Time Management: Demonstrated ability to manage multiple priorities and meet tight deadlines, consistently delivering high-quality work.

Ethical Alignment: Possess a clear understanding and commitment to supporting the core values and mission of The Resurgence Trust.

Desirable Qualifications & Experience required:

Experience of working within a small not-for-profit organisation

Transportation: Holds a valid, full driving licence.

Performance Management

Your annual performance review is based on this overall job description.