

PERSONAL ASSISTANT to CEO

Ref: PA0920
Salary: Grade 4 £24,457
Job Type: Full time (36 hours)
Location: Glasgow (temporary remote working)
Closing Date: Sunday 20th September 2020



Scottish Refugee Council is Scotland's national refugee charity. We provide advice and support to people seeking refugee protection in Scotland and campaign for a fair and humane asylum system. We are currently recruiting a Personal Assistant to the CEO to join our team.

This post will provide high level confidential support to the Chief Executive by providing a full secretarial and administrative service. Ensuring that effective planning and administrative systems are in place and maintained efficiently and effectively.

This is an excellent opportunity for an individual with PA or similar experience to join our team. Due to the nature of the role, it is a requirement that applicants have the ability to forward plan their workload and manage complex and busy diaries. Excellent communication skills are essential and you should be educated to business administration level or be able to demonstrate equivalent experience.

This role will be subject to basic disclosure Scotland.

Interviews are expected to take place on Thursday 24th September 2020.

Application notes:

Application packs including a full job description are available on our website: <https://www.scottishrefugeecouncil.org.uk/about/work-for-us/>

Completed applications should be emailed to recruitment@scottishrefugeecouncil.org.uk by the closing date of **Sunday 20th September 2020 at 23:59 p.m.**

Please note that feedback can only be provided to applicants who reach the interview stage.

Scottish Refugee Council is working towards being an equal opportunities employer and welcome applications from all members of the community, irrespective of age; disability; gender reassignment; pregnancy and maternity; race; religion and belief; sex and sexual orientation, marriage and civil partnership status.

Scottish Refugee Council is a Registered Charity. Charity Number: SC008639