Purpose of the job
To help with the running and development of get2thepoint, by assisting its Director, Martin Farrell

Accountable to
Martin Farrell, Founder and Director, get2thepoint

Location
Working in home office in Kingston, Surrey (Comfortable Neville Johnson home office has just been installed) and also working remotely.

Pay
Initially £12 per hour or to be discussed

Hours
Approximately one day (eight hours) throughout the week made up of working in Kingston and remotely. Flexible.

Commitment
Minimum time commitment of 1 year

Process
Closing date: Thursday 11th December 2008 Interview 19th December

About the Role

I’m looking for a personal assistant (PA) to help me run and grow get2thepoint. I’m looking for someone who as well as having the right skills is interested in the voluntary sector and the kind of work which get2thepoint does and who is happy to be flexible and work remotely as well as in my home office in Kingston.

The role will include the following elements and more. Further details on the next page:
- Making travel arrangements
- Compiling receipts and financial information for get2thepoint part time book keeper based in Essex
- Credit control
- Research and finding resources
- Booking meetings, keeping a check of those who attend
- Occasional local errands, such as getting stationery going to the post office
- Setting up and closing administrative arrangements for new and completed projects
- Upkeep of filing system

About Get2thepoint

This is what we’ve put on the get2thepoint home page (www.get2thepoint.org)

Get2thepoint is a virtual company which helps you to think clearly and act powerfully for the people you care about. We work locally, globally and everywhere in between, bringing new energy to inspire new thinking.
Our passion, knowledge, skill and integrity combine with business discipline to understand where you are and to help you get to the point you want to get to. Whatever your challenges, we will help you meet the present moment. But our first focus may be the past, the present or the future.

And then we’ll go on from there to help you make the right decisions - which work for you and other people.

That’s the point ...

If that interests you, makes you smile, check out the rest of the site and read on ...

**About Martin Farrell**

I have been in and around the voluntary sector for four decades since volunteering in the rough end of Manchester and in a South African handcraft charity in the early 1970s.

I have held senior positions in large (Red Cross and Save the Children), small (Centre for Crime and Justice Studies) and middle size organisations (Sainsbury Centre for Mental Health) and have lots of experience of different professional areas including refugees, young people, crime, mentoring, corporate social responsibility and community development.

I have been working independently since 1997 and set up get2thepoint in 2002

I give 10% of my time to working on a no fee basis and get2thepoint makes donations at the end of each year by asking all it clients to nominate a charity. I am Chair of Time Banking UK and a trustee of Read International and also volunteer for Emmaus both on Paris and in south London. I write a regular column for Governance magazine called Under the Boardtalk

**Job Description**

**Overall Purpose of the Post**

The purpose of the role is to assist me with the running of get2thepoint and to help me hold everything together and in doing so save me time, help things to run smoothly and let me focus my energy on the things that only I can do and that I want to do. Although you will be working with me, you will also meet my wife Korinna, who runs her own psychotherapy practice from our home.
Personal Assistant - Job Description and Person Specification

I see this as an opportunity for someone who wants to get to know more about work in the voluntary sector

Key Areas of Responsibility

Administrative
- Sharing diary management (we will need to set up remote access)
- Setting up meetings, liaising with attendees etc
- Preparation of documents
- Online registrations and purchases
- Ensuring the office is equipped with stationery and other resources
- Making travel arrangements, booking tickets etc.
- Filing and record-keeping
- Compiling receipts, invoices, and financial information
- Co-ordination of post
- Looking after things when I am away

Organisational
- Dealing with phone calls and email queries
- Organisation of events
- Local errands such as going to the post office
- Assisting with report-writing
- Laying out documents to make them look good, document editing, etc.

Developmental
- Desktop research (for example finding a volunteer agreement template or job descriptions for charity chairs)
- Subject to diary constraints, occasionally assisting me at meetings
- Preparation of website text and promotional materials (no technical knowledge required)
- Market research

Other
- Other duties from time to time as necessary, which may require evening and weekend work.
Person Specification

You should be...

Essential

- A completer-finisher
- Highly-motivated self-starter with initiative to make things happen.
- Have a calm confident and helpful telephone manner
- Creative and lateral thinker.
- Able to write fluent and stylish English
- Excellent organisational skills, and ability to effectively prioritise time and work.
- Ability to build and maintain mutually beneficial relationships with other organisations and individuals.
- IT literate (Microsoft Office including Word, PowerPoint and Excel).
- Flexible
- Able to commit a few hours each week (minimum 4, maximum 12), both in term-time and holidays (obviously with time off for holidays, exams, assignments etc.)
- Able to work on your own initiative
- Very organised
- Driven by a desire to make a difference
- Interested in the voluntary sector and wanting to learn more
- Able to commit to at least a year

Desirable

- Knowledge of voluntary sector and business.
- Experience of working in the voluntary sector in some capacity or other.
- Knowledge of communication channels that can be used to generate publicity.
How to Apply

- To apply, please email me with a CV and brief covering letter (no more than 1 page of A4) explaining why you are the best person for this job and how you think you would benefit from it. Please indicate where you saw the position advertised. Also whether or not you live close to Kingston please give some idea of how you think we could structure our working relationship.

- Email to: martin.farrell@get2thepoint.org

- Closing date: 5pm, Thursday 11th December 2008.

- Interviews (with me and my wife) will be held on Friday 19th December at my home/office address in Woodbines Avenue, Kingston.

- No agencies please.

Thank you

Martin Farrell
Founder and Director
Get2thepoint