The Loughs Agency is a statutory body charged with the responsibility for the conservation, protection and development of inland fisheries, aquaculture and the promotion and development of angling and marine tourism in the Foyle and Carlingford Areas.

The Loughs Agency is seeking to appoint for the following post:

PERSONAL ASSISTANT (REF: PA/24)
Temporary – 3 years (subject to funding and with a possible extension)
Grade: EOI / Salary Scale: £ 29,258 – 29,859 per annum

Purpose of the Role
This post is part of the Governance and Support Services Team and assists with the day-to-day running of the Executive Leadership Team. As a personal assistant (PA) you will work closely with our CEO and Directors to provide executive PA support.

You will play a crucial role in ensuring the efficient functioning of the senior team by managing their schedules, handling administrative tasks, and acting as a key point of contact between the senior team and other staff members, clients, and stakeholders.

Discretion and confidentiality are essential attributes for this post. The post holder will also need to quickly acquire knowledge of the organisation and its key personnel and external stakeholders. Reporting to the Executive Support Officer, the post holder will provide high quality PA support to the CEO and Directors to enable them to deliver their responsibilities effectively. The post-holder will be expected to be proactive and work flexibly to help maintain the professional image of Loughs Agency. The post-holder will be required to work with individuals at all levels to maintain the highest standards of service to support the CEOs work and that of the Executive Team as a whole.

Essential Criteria
Applicants must demonstrate that they possess the following criteria, by the closing date for applications:

- A minimum of 5 GCSEs (Grade A-C) or equivalent to include Maths and English.
- 6 months experience as a PA or in providing similar administrative support to senior management, or in an executive setting.
- Strong written and verbal communication skills.
- Evidence of experience in minuting meetings.
- Strong experience of advanced level in the use of Microsoft Word, PowerPoint, Outlook and Teams working to the highest standards of writing, grammar, accuracy and presentation.
- Detail-oriented with a proactive and problem-solving mindset.
- Ability to build effective working relationships with colleagues and external contacts at all levels and to tailor support for different people.
- Demonstrable experience of handling highly confidential and sensitive information relating to clients, associates, employees, business strategy and general administration. Ability to demonstrate discretion and the ability to handle confidential information with professionalism.
- Some Knowledge of the Data Protection Act 2018 (UK General Data Protection Regulation (GDPR))
- Evidence of experience in gathering information researching and summarising facts, producing reports.
• Evidence of strong organisational and time management/planning skills and the ability to prioritise work and meet deadlines.

• Adaptability and the ability to multitask effectively.

• Candidates must hold a full current driving licence (with not more than 6 penalty points) held for a minimum of two years.

Application forms and further details of the duties and qualifications for the post are downloadable at http://www.loughs-agency.org/careers/ or by contacting:-

The Human Resources Officer, Loughs Agency, 22 Victoria Road, Derry~Londonderry, BT47 2AB.
Telephone (028) 71 342100
(048 from Ireland).
Email careers@loughs-agency.org

Completed application forms must be returned to arrive not later than 1pm on Wednesday 20th March 2024. The Agency reserves the right to interview only those candidates who from their application, appear to be the most suitable.

Loughs Agency is committed to equality of opportunity and welcomes applications from suitably qualified people irrespective of religious belief, gender, disability, race, political opinion, age, marital status, sexual orientation, or whether or not they have dependants. www.loughs-agency.org