

We are recruiting ...



Personal Assistant (Part-time)

UKROEd are looking for a highly professional, friendly and approachable PA to provide administrative and secretarial support to our CEO and senior leadership team. The successful applicant will provide day to day management of diaries and other administrative duties for the senior team, including support and preparation of board and committee papers.

With a “can do” attitude, this new, 3 day per week role, will be pivotal in supporting the leadership team.

Home-based, with occasional UK travel to stakeholder locations’ UKROEd offer a good, **pro rata** annual salary, holiday entitlement together with public holidays, and the opportunity to play a critical role in supporting the strategic development of UKROEd. (FTE £25,000, 28 days AL, plus Public Holidays)

To apply, please contact recruitment@ukroed.org.uk

Closing date for applications close of business on **Friday 7th May 2021**