

## Personal Assistant and Company Administrator

### Role Profile

#### Job Title: P/T Personal Assistant and Company Administrator

Location: Home Based

Hours: P/T min 25 per week

Reports to: Chief Executive

Type: Permanent

### What's in it for you? - The Opportunity

An excellent opportunity to work at the very heart of the heritage rail sector - an important and vibrant part of the UK's cultural heritage and visitor economy.

Reporting directly to the Chief Executive, you'll be supporting many aspects of the Heritage Railway Association's work, while making new connections and potentially building your own experience across a range of activities.

### The Heritage Railway Association

Successful, progressive and ambitious, and determined to secure our heritage for future generations to learn-from and enjoy, the Heritage Railway Association is the UK-wide trade association and professional support body for the Heritage Rail sector.

### Purpose of the Job

To lead on the office and administrative functions of the company.

To provide administration and PA support to the Chief Executive, board and senior management.

As part of our small professional team, to support and help shape the continuing development, growth and impact of the heritage rail sector and to assist the delivery of the HRA's core purpose to help our members to be more productive and more successful in their world.

### Key Relationships/Interfaces

Internal      CEO, Chairman, Policy & Communications Manager, Membership & Business Development Manager, Sponsorship Manager, Company Book-keeper, and volunteer committee members

External Corporate members, commercial and premier partners, trade associates, HRA Friends, suppliers, other professional bodies and trade associations

## **The Role**

Roles and Responsibilities of the job will include:

- Providing PA support to the CEO to ensure his 'office' is organised and operates effectively; carrying out administration and miscellaneous tasks including diary management, travel, managing correspondence and preparation for internal and external meetings
- Identifying and communicating urgent actions and deadlines, and tracking actions from calls and correspondence
- Organising meetings and appointments
- Arranging and booking travel and accommodation for the CEO (and, for board and other staff as appropriate)
- Supporting the administration of the Board including organisation of meetings and attendance at meetings to take and prepare minutes
- Providing accounts administration support to the company book-keeper
- Implementing and managing the company expenses procedure
- Acting as primary point of contact for the organisation, dealing with emails, post, phone calls and online enquiries; and, working with all parts of the HRA team, ensuring that they are dealt with efficiently and appropriately
- Supporting the administration of meetings including for committees and sector-wide collaborations
- Implementing and maintaining office procedures, coordinating retention of documents, and managing administrative and IT systems
- Liaising with suppliers and coordinating our external IT support
- Assisting with preparation of reports, briefings and correspondence, and gathering related information as required
- Assisting with managing databases
- Supporting the delivery of events and conferences and attending them when necessary

- Management of the personnel handbook, governance policies and board information

### **Key Skills and Knowledge we are looking for:**

- Adaptable with a professional attitude, good humour, optimism, perseverance and resilience
- Trustworthy and professional, taking pride in achieving a high standard of accuracy and attention to detail
- Able to intelligently assess and anticipate needs
- Strong organisational skills and extensive administrative and office experience in a busy office and at a senior level
- Ability to work effectively under pressure, juggle conflicting demands and deal with confidential information with discretion, tact and sensitivity
- Excellent communication skills and able to build and maintain effective working relationships with a wide range of people, including opinion formers and external stakeholders
- Proven experience of managing complex and changing diaries
- Skills in maintaining office and administrative systems and of devising new systems or improving existing systems where appropriate
- You must be able to work from home with a proven ability to work flexibly and on your own initiative unsupervised
- Competent IT skills, including Outlook, Word, Excel and PowerPoint. Experience with Mailchimp, Canva, Forms (or similar), Xero would be advantageous

### **Additional Information**

You will need to:

- Understand fully the health & safety demands of the job and meet all the demands as and when required.
- Attend training courses when asked to do so.
- Comply fully with general statutory requirement such as data protection and any statutory requirements specific to the role.

## **The Package**

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|-----------------------|---|
| Salary:               | Up to £28,195 FTE per annum pro-rated (dependent on knowledge, skills, experience and approach)   |
| Holiday Entitlement:  | 25 days FTE pro-rated + bank holidays (England, Wales & NI)   |
| Pension:              | Participation in the Company's workplace pension  |
| Expenses:             | All properly incurred travel expenses will be reimbursed  |
| Equipment:            | You will be provided with a company laptop, printer and mobile phone to be able to work from home and when travelling   |
| General office hours: | FTE normally 9am to 5.30pm Monday to Friday, with part-time working hours provisionally 9am to 2pm or 10am to 3pm but to be agreed. However, due to the nature of the role, there must be flexibility with the working hours. Some events will require overnight stays away from home   |
| Location:             | Due to the Company's geography throughout the UK, this position can be based in any location and you will be working from home. However, occasional travel across the UK will be required to effectively fulfil various parts of the role and to coordinate and attend seminars and business meetings. Therefore, good transport links for cost effective travel from your home base are important. |

This is a permanent post with a six-month probationary period.

## **How to Apply**

If you think this is the role for you, to apply:

- Email a detailed CV and a concise supporting statement to [steve.oates@hra.uk.com](mailto:steve.oates@hra.uk.com) with the name of the job you are applying for in the email's subject line.
- The supporting statement should briefly explain why this appointment interests you and the ways in which you meet the skills, knowledge and requirements outlined in the role profile.
- Please include the names and contact details of two referees who we will be able to contact if you are shortlisted. (The referees will not be contacted without your prior knowledge.)
- Please confirm you have unrestricted rights to work in the UK. (In order to comply with relevant legislation, employers are required to see proof of a

persons' right to work in the UK. This will be requested if an offer of employment is made.)

Closing date for applications is provisionally Monday 30 March 2026 at 12noon.

A shortlist of candidates will be compiled after the closure date. Shortlisted candidates will then be contacted to arrange an initial telephone or online meeting. The next stage will be a panel interview and presentation, provisionally scheduled to take place in mid-March.

### **Equal Opportunities**

We are committed to ensuring equality of opportunity in employment for all and to take action to avoid discrimination.

### **Please Note:**

This document outlines the main areas of activity and key tasks.

It does not constitute a job specification and accordingly does not purport to represent an exhaustive list of all duties. It is intended to indicate the main areas of activity and the postholder is required to perform other duties as and when required.

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