

A large, stylized lowercase letter 'b' graphic. The vertical stem is a solid magenta rounded rectangle. The circular bowl is composed of a red outer ring and a yellow inner ring, with two red circles positioned on the right side of the bowl. A dark purple circle is centered within the bowl.

# **Recruitment Pack**

**Executive Personal  
Assistant**

# A message from the Chief Executive



Thank you for expressing an interest in joining the Bolton CVS Team! This information pack includes key information about our organisation, the role and contact details for more information.

Bolton CVS exists to deliver support to Bolton's voluntary, community and social enterprise (VCSE) sector; and to ensure the sector, wherever possible, is a valued partner in co-designing and co-producing services across our borough.

The impact of the VCSE sector extends to all areas of life; delivering valuable preventative services that help keep people well, building stronger communities and environments and empowering people through education and training. We want you to help us ensure we have a well-networked, robust and diverse VCSE sector in Bolton, for generations to come.

It's important that Bolton CVS ensures the sector has access to information, support and connectivity; to effectively plan and build sustainable, inclusive services that meet the needs of beneficiaries now and in the future.

I want us to continually evolve to meet the needs of people and communities across the borough, and I'm excited that we're able to recruit to this post; creating further opportunities for collaboration, partnership and growth.

Bolton CVS is a great team to be part of and we embrace flexible and agile working practices, so that we can provide the best offer we can to the people that we exist to support.



I wish you the best of luck in your application.


Dawn Yates-Obé (Chief Executive)






# A little bit about us...

Bolton CVS provides tailored, intensive and quality accredited support to the voluntary, community, and social enterprise sector in Bolton. We have an established and nationally accredited volunteering services offer, an amazing array of grant and investments programmes and offer policy, engagement and research support services. We champion the role and need for charities and community organisations and share this information through our communications, our forums, workshops, events and through our one-to-one support with groups, organisations and communities. We also proactively seek opportunities to collaborate with the 10GM partnership: [www.10gm.org.uk](http://www.10gm.org.uk)



## **CORE PURPOSE**

A decorative vertical bar consisting of a light orange rectangle with two solid yellow circles at the top and bottom.

**To work alongside Bolton's  
Voluntary, Community and  
Social Enterprise sector;  
supporting them to do what  
they exist to do, as well as  
they possibly can.**

# OUR VALUES



## **We are collaborators**

We mutually build lasting relationships and share knowledge to achieve the greatest impact in our communities.

## **We are evolving**

We proactively seek opportunities to learn, develop new ideas and adapt so that we, and those we support, respond to change in relevant and sustainable ways.

## **We are here**


We are committed to providing timely support to encourage, motivate and guide organisations in further developing the skills and confidence to do what they do best.

## **We are influencers**

We positively contribute to decisions, boldly advocating that the VCSE sector is heard and valued as an equal partner.

## **We are progressive**

Collectively, we look to the future and explore new ways of doing things, with inclusivity and equity at the core.



# Who we are

At Bolton CVS we recognise that in order for a VCSE sector to thrive, it must be connected, supported and engaged. Everything we do focusses on our key strategic priorities of 'building strength' and 'building capacity' in Bolton's voluntary and community sector and is underpinned by our four strategic objectives:

1. Promoting quality and equality in Bolton
2. Building capacity and strength in Bolton
3. Influencing change in Bolton
4. Preparing for the future in Bolton

We currently have over 30 employees supporting our work across all activities and programmes, and we're governed by a Board of 13 Trustees who donate their time to provide strategic leadership for the organisation and assess financial and operational performance.

The work and activity of Bolton CVS is distributed across 5 key operational areas:

- Venue and facilities
- Communications and events
- Finance and funding
- Strategic health and wellbeing
- VCSE sector capacity building



# About the role

## Executive Personal Assistant

**Salary:** £18,993.52 (= £33,238.66 FTE) + 7% pension contribution + health package

**Hours:** 20 hours per week. We embrace a flexible approach to hours + hybrid working from The Bolton Hub and home.

**Responsible to:** Deputy Head of Finance

**Contract:** Permanent

## Why this role is important

As the Executive Personal Assistant (Exec. PA) at Bolton CVS, you will play a pivotal role in driving the success of our organisation by directly supporting our Senior Leadership Team; predominately our Chief Executive Officer (CEO) and Chief Operating Officer (COO). Your meticulous organisation, coordination & interpersonal skills will enable our senior leaders to focus on strategic initiatives and community-driven projects that make a real difference in Bolton.

By efficiently managing diaries, communications, and projects, you will contribute to the seamless operation of our dynamic team, ensuring that our commitment to positively evolving our internal culture remains at the forefront.

This role is not just about administrative support; it's about being a key player in the engine that propels positive change across Bolton's voluntary, community and social enterprise sector. If you are passionate about community impact and thrive in a fast-paced, collaborative environment, this role is your opportunity to be an integral part of the Bolton CVS team!



# About the role

## Role Summary

The key responsibilities of this role will include:

- **Diary Management:** Efficiently support the management of the diaries of the Senior Leadership Team, ensuring effective use of their time and prompt scheduling of appointments and meetings
- **Communication Coordination:** Act as a central point of contact for internal and external communications, handling emails, calls and correspondence with professionalism and discretion
- **Meeting Preparation:** Prepare and circulate meeting agendas, documents and presentations, ensuring all necessary materials are available for productive discussions and informed decision making. All materials will be produced in line with organisational branding guidelines
- **Travel Coordination:** Organise travel arrangements, including transportation, accommodation and processing expenses as needed
- **Data Management:** Maintain accurate records, databases and filing systems, ensuring information is easily accessible when required.
- **Project Support:** Assist in the coordination and administration of various projects, contributing to the organisation's value and impact
- **Event Management:** Support the planning and delivery of high quality events, workshops and conferences, playing a key role in enhancing the organisation's identity and presence
- **Confidentiality and Data Protection:** Handle all information with the appropriate sensitivity and utmost discretion, maintaining a high level of confidentiality at all times.





# About the role

## Who we're looking for

### **Community Advocate:**

We're looking for someone who is genuinely excited about making a positive impact across Bolton's voluntary, community and social enterprise sector.

### **Adaptable Team Player:**

If you thrive in a fast-paced environment and believe in contributing to the positivity and evolving internal culture of our organisation, you're the dynamic team player we're seeking!

### **Organisation Expert:**

We need someone with top-notch organisational skills to seamlessly handle diaries, communications, and projects for the CEO, COO and, on occasion, the Head and Deputy Head of Finance, and the wider team.

### **Communication Whiz:**

Your ability to communicate effectively, both in writing and verbally, will be crucial in maintaining professionalism and clarity in all interactions. You'll be liaising on behalf of our Senior Leadership Team and we're looking for someone who is attuned to individual style and preferences.

### **Tech-Savvy Teammate:**

Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook & Teams) is a must, and your knack for quickly adapting to new technologies will make you a valuable asset.



# About the role

## Who we're looking for

### **Proactive Team Player:**

If you're someone who likes to stay ahead, anticipating needs, and taking the initiative to ensure smooth operations for the Senior Leadership Team, then you're the proactive teammate we're looking for.

### **Confidentiality & Data Guardian:**

We need someone who understands the importance of confidentiality and data protection, handling sensitive information with care to maintain the trust and legal obligations across the organisation.

### **Collaborative Spirit:**

Your ability to work well with others is key. We're looking for someone who thrives in collaborative environments, working closely with the Senior Leadership Team, wider staff team and various stakeholders to achieve positive outcomes.

### **Strategic Thinker:**

As a key contributor, your strategic thinking will add value to the success of our initiatives, making a real impact in Bolton's voluntary, community, and social enterprise sector.

If you're ready to bring your energy, enthusiasm, and skills to the table, seize the opportunity and apply for the Executive Personal Assistant role at Bolton CVS. Become a vital part of our core purpose; working alongside Bolton's voluntary, community and social enterprise sector, supporting them to do what they exist to do, as well as they possibly can! This role isn't just a job; it's your chance to shine!



# About the role

## Recruitment Information

If you believe you can fulfil the role summary, we'd love to hear from you! Please email a Supporting Statement which describes how you meet the criteria in the 'who we're looking for' section, plus your CV (CV 2 pages max) to [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk).

The closing date is **12 noon** on **Monday 3rd November 2025**.

Interviews for this post will take place on the week commencing **10th of November 2025**. If you will not be available during that week, please note this in your supporting statement.

For an informal conversation regarding this post, please contact [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk) before submitting your documentation.

At Bolton CVS we are passionate about ensuring that everyone has a fair chance and that they are treated equally. As an employer, we actively seek to ensure that our workforce reflects the communities we serve, recognising that this makes us better able to understand their needs and priorities. We respect and celebrate everyone's differences and do not discriminate against people on the basis of age, disability, gender reassignment, marriage and civil partnership, race, religion and belief, sex or sexual orientation. We work hard to create supportive, accessible environments and actively challenge inequality.

If you should require access to these documents in alternative formats, or if you have comments that would support us to improve access to our application processes more generally, please do not hesitate to contact us via [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk) or telephone us on **01204 546 010**.



# About the role

## Equity, Diversity, Inclusion & Belonging

We want to make the work we are doing around Equity, Diversity, Inclusion & Belonging (EDIB) relevant to us.

We are committed to being an example to the VCSE sector by applying best working practices in all areas of work. This is why we need to ensure that we better understand and reflect on the communities we support.

We ask you to complete [this form](#) and submit this survey to us. All data collected will be anonymous and used to help shape our EDIB Strategy.

If you have any questions or further feedback, please do not hesitate to contact Bolton CVS via [recruitment@boltoncvs.org.uk](mailto:recruitment@boltoncvs.org.uk)





## Contact us

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