



Dear Members,

Can you believe EPAA is now a year old!

We have had a tremendous start to the year already and warmly welcome all our new members, of which there have been many! It is great to have you on board and part of this professional community.

I will be pushing hard this year on changing the perception of this profession and we all have a part to play in this. Sometimes I feel we do play up to the stereotypes that so many of us get frustrated by and a more conscious effort needs to be made by all, in terms of how we position our roles within our organisations and to the outside world too.

It's an exciting year for Assistants across the UK and we have much to accomplish but I know we will get there. It is about professionalism and ensuring that we have the most skilled and relevant workforce that is ready for the changes ahead.

We give thanks to all those who attended our first ever mini conference dedicated to the UK Banking & Financial sector! It was a huge success with over 80 EAs and PAs from across various organisations in attendance. We give a special thank you to Debra Jacobs who hosted the conference at RBS in London and also Fellow members Jane Brazzill, Claire Grace and Simone White for taking part in the EA/PA Panel.

The sector specific conferences appear to be of high interest to many and if your sector is not listed on our website, why not get in touch so we can start to garner interest.

### **Renewals**

Some of you have asked what happens at renewal time - you do not have to do anything in the first instance as we shall contact you with next steps. Thank you to all those who have chosen to renew their membership for a second year. It is incredible to have your support once again.

I look forward to seeing you over the coming months at locations across the UK.

Best Regards

**Victoria Darragh**

Welcome to a new Corporate Member - Glasgow Caledonian University!

We are delighted to welcome the EAs and PAs of Glasgow Caledonian University to corporate membership.

It is a huge honour for EPAA to be associated with the university in this way. We look forward to meeting all the Assistants in person very soon!

NOT JUST A GIRL'S JOB Gender Stereotypes

"...they want 'a pretty face'"

"What are you doing in a woman's profession?" .....

"PA isn't that a girls' job? What do you do, make coffee?" "You seem like a smart, ambitious man and yet you work as an assistant, why is that?" .....

"They are wondering why as a man I am doing a woman's job."

"Working environment can become too girly..."



Full survey results and the next stage of the campaign coming soon.....

EPAA CHARITY PARTNER - MIND





We are proud to be supporting the UK mental health charity MIND as our official charity partner!

Every year, one in four of us will experience a mental health problem. But hundreds of thousands of people are still struggling.

**MIND believes no-one should have to face a mental health problem alone.** They will listen, give you support and advice, and fight your corner.

EPAA's fundraising got off to a great start with £1,000 raised for the charity at last years conference. We also raised close to £150.00 at our Banking & Financial Sector PA Conference just recently and will be fundraising and raising awareness at all EPAA events during 2017.

We have already had a few EPAA members contact us to ask how you can get involved and support the charity! The charity is putting a list of initiatives together - both volunteering and fundraising and we will ensure these go out via our newsletters and website too.

If you would like to register your interest in getting involved please email Georgina [here](#)

**If you or your family need support:**

If you are suffering as an EPAA Member please do speak up about this and seek the support you need. MIND are not there to judge you. You can visit their website or call their Infoline below for you and your family/friends.

- To see the types of mental health conditions there are click [here](#)
- Information on how to support someone else with a mental health condition [here](#)

EPAA also holds guides and tip sheets from MIND on the various conditions and around workplace stress. Please do contact us [here](#) and we shall gladly send you something in the post - in complete confidence.



The MIND team provides information on a range of topics including:

- types of mental health problem
- where to get help
- medication and alternative treatments
- advocacy.

They will look for details of help and support in your own area.

**Contact them:**

Their lines are open 9am to 6pm, Monday to Friday (except for bank holidays).

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## EPAA EVENTS 2017

- **PUBLIC SECTOR PA CONFERENCE - Thursday 15th June - Birmingham**  
Full conference line-up and booking details will be made available on our website within the next two weeks.
- **INTERNAL PA NETWORK SUMMIT - Monday 19th June - Glasgow**  
Full speaker line-up and booking details will be made available on our website within the next month.
- **FELLOW TRAINING DAY - July tbc - Bristol**
- **UNIVERSITY SECTOR PA CONFERENCE - Wednesday 27th September - Manchester**
- **THIRD SECTOR PA CONFERENCE - Friday 29th September - Chester Zoo**
- **LEGAL SECTOR PA CONFERENCE - Friday 3rd November - London**

*More events and workshops will be announced in the coming months.*



## EPAA Acceleration Programme

Forthcoming webinars are listed below - please have your membership number ready as you will

need this to complete registration.

### **Preparing for your Performance Review/Annual Appraisal**

Tuesday 7th March @ 19.00 (GMT) with Victoria Darragh

[Book here](#)

### **The PA Pathway to the C-Suite**

Wednesday 15th March @ 19.30 (GMT) with Victoria Darragh

[Book here](#)

### **Critical Thinking for Assistants**

Wednesday 22nd March @ 19.00 (GMT) with Victoria Darragh

[Book here](#)

*Can't make dates and times above? Register for your chosen webinar and you will be sent a recording, which you can listen to at your leisure.*

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## **EA/PA POSITIONS**

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### **EA to Managing Partners**

#### **Private Equity - London**

A busy and varied role for a fairly new private equity firm based just off Regent's Street. The firm is growing at a rapid rate and has enjoyed huge success recently.

To see full role specification and details of how to apply please see below.

[Role Specification](#)



### **Private Family PA**

#### **Mayfair, London**

From £28.00 to £35.00 per hour

Love Success (recruiter) has the most amazing opportunity for a Private and experienced Family PA. Supporting the Principal and her business, maintaining the family homes, staffing and other functions around the business.

Lots of travel with the Principal to their other estates across the Globe, prior to their family movements ensuring the household is prepped and ready for arrival. You must be confident liaising with sub contractors for all households, personal shoppers and also have a black book of your own contacts you can call upon.

To be successful in this role you will have worked at this level before and come with a truly flexible attitude.

This is an immediate start for the right person and salary is top end for the right individual.

For more details and to apply contact Susan Guthrie:  
[susanguthrie@lovepas.co.uk](mailto:susanguthrie@lovepas.co.uk)

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## CPD Programme for EPAA Members

We are running a poll below for all members, to gauge your interest in taking part in an official CPD programme via your EPAA membership.

A CPD Programme is certainly something we said we wanted to deliver to you all when launching EPAA. We know it can add structure and momentum to your Assistant career and support you in achieving your goals.

It became clear throughout 2016 that a number of Assistants were not entirely engaged with CPD or knew what it really meant and had never taken part in a programme before.

If you are able to complete the poll below at your earliest convenience, we would be most grateful.

We ran a webinar for members just this week on what CPD means and are happy to repeat this again in the near future - if the poll suggests that a number of you need a better understanding of what it means.

Are you interested in taking part in a CPD programme via your EPAA Membership?

Yes

Select

No

Select

Don't fully understand what CPD is but interested to learn more

Select

Connect with us

