



Main Duties and Responsibilities:

Executive Assistant (Maternity Leave Cover)

The core role is to assist the CEO and the Board of Trustees in all aspects of their work, including the provision of a comprehensive secretarial and administrative service. This work further extends to working with the Leadership Team and Project Manager to support the administration of key projects within the organisation.

Role family: Executive Office
Rank: 6
Line Manager: Chief Executive Officer

Management / Supervision:

n/a

Areas of responsibility and accountability:

- Manage the diary and travel arrangements for the CEO
- Organise and manage the office files, databases and other sources of information for the CEO and leadership team
- Through the setting up and maintaining of administrative systems to proactively manage correspondence and contacts (emails, telephone calls, post, personal callers), including prioritisation and drafting of responses, and dealing personally with routine or standardised replies
- Produce and collate information required for the CEO and leadership team where required attendance at meetings and events. To include preparation of PowerPoint presentations, as required
- Attend and provide secretariat service to working parties and committees involving the CEO, Trustees and Leadership Team including prioritising actions and issues arising from such meetings
- Undertake investigations, prepare reports and submissions, compile data and obtain information to support the work of the CEO
- Support the CEO in researching and writing up funding and awards applications and where required drafting reports
- Support the Project Manager where required to administrate projects across the organisation
- Set up team day schedules and provide minutes from team meetings and team days
- Create & maintain paper and digital archive system
- Support other members of the Leadership Team if requested by the CEO
- Support the administration of key strategic projects
- Take responsibility, at all times, for the confidentiality of the work of the Leadership Team and Trustees
- Act as first point of contact for CEO providing refreshments where required
- Circulate Post

- Assist with the maintenance of all HR related documents including keeping staff files current and up to date, preparing terms and conditions of employment, recording and monitoring holiday, sickness and absence records bringing any issues to the attention of the leadership team
- Assist the Leadership team with the administration relating to the recruitment of staff including advertisements, collating of applications, arranging interviews, completing HR files including references and assisting with the induction process
- Manage recruitment advertising & job applications and associated administrative support for posts as directed including the induction programme
- Maintain an accurate record of staff contacts database and organisational structure chart
- Maintain and safeguard policy documents
- Be the central keeper and monitor of all master-copies or procedural documents relating to the organisation
- Support the Leadership Team with the preparation of paperwork for quarterly Board of Trustees meetings, collating and distributing agendas and papers
- Ensure that board of Trustees meeting agendas and papers are distributed in time for meetings, with particular awareness of the Annual General Meeting (AGM)
- Take minutes at Board of Trustees meetings, sub-committee meetings and any other trustee meetings
- Complete and submit information online for both the Charity Commission and Companies House as required
- Provide full administrative and secretarial support to the trustees where required
- Support the Leadership Team in the management of Data Protection

KPIs:

- Works completed to deadlines and to desired standard

Health and Safety Responsibility:

- Employee

Qualifications and experience

- Proven experience as an Executive Assistant /Secretary/PA
- Experience with working with Project Management systems
- Experience of working with senior management or Boards of Trustees or similar
- High degree of IT literacy – including using the full suite of Microsoft Office Programmes (including MS Outlook and PowerPoint) with the ability to learn new software packages quickly
- Professional or vocational qualification in Administration or equivalent qualification
- Strong organisational skills
- Excellent verbal and written communication skills – able to write coherently and effectively
- Ability to assimilate and effectively deal with important and confidential and sensitive Information
- High degree of diplomatic and social skills – confident communicating effectively at all levels and with a diverse range of stakeholders
- Able to act on own initiative, prioritise and meet deadlines
- Proven ability to take and produce professional meeting minutes
- Effective diary management

- Eye for detail and ability to proof read with attention to spelling and grammar
- Discreet and reliable
- Team player
- Work well under pressure and changing circumstances
- Experience of managing clerical staff
- Willingness to work flexible hours on occasion to meet deadlines