

Job Description

Job Title:	Executive Assistant
Job Purpose:	To provide project and event-specific administrative support in an accurate, timely and professional manner. This role will include project and event management, in addition to PA responsibilities.
Job Location:	Flexible, but ideally initially includes regular visits to the Eastbourne office.

Nicola James & Co. supports the Maclellan Foundation.

Our comprehensive event and project management service includes:

- Strategic leadership, project & event management
 - Donor, partnership and network development
 - Promotion & communications
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Objectives/Key Tasks:

To provide project-specific administrative support to the Director in an accurate, timely and professional manner, including:

- Planning and co-ordinating multiple projects, to ensure milestones are met to an excellent standard
- Conducting research, assembling and analysing data to prepare reports and documents
- Preparing and editing written correspondence, communications, presentations, publicity etc
- Managing booking and registration processes
- Managing and updating various databases on a regular basis
- Onsite event support; helping set up and run events as well as providing delegate support
- Providing customer service support, via phone and email
- Managing and maintaining schedules, appointments and travel arrangements
- Arranging and coordinating meetings, including minute taking
- Reviewing operating practices and implementing improvements where necessary
- Processing expenses and maintaining project budgets in liaison with the Finance Manager
- Providing administrative support to the Director and all projects and events undertaken by NJC
- Website management (where applicable) and any other duties as required

Person Specification

Essential

Education & Experience

- Proficient computer skills and high competency levels with MS Office Suite
- Experience in customer service and administration
- Experience in a professional environment
- Experience in event and project management, with a high level of attention to detail
- Knowledge of standard office administrative practices and procedures
- Minimum of 2 years' administration experience
- Experience in event/project management (Desirable)
- Degree level education and/or relevant training

Skills & Abilities

- Professional in appearance and manner
- Articulate, professional and able to communicate at all levels
- Able to organise and prioritise workload
- Able to juggle multiple client demands at any given time
- Able to work in a high-pressure environment
- Confident communicator (both written & verbal)
- Excellent written English, with the ability to write concisely, correctly and effectively for print and email
- Able to demonstrate initiative, excellent organisational skills, within a demanding and ever-changing environment
- Demonstrate flexibility and adaptability
- Highly self-motivated, focused and comfortable with independent working
- Trustworthy and reliable
- High level of attention to detail
- An excellent standard of numerical ability
- Able to work within a dispersed (often remote) team

Attributes/Other

- An understanding of the church scene as clients are Christian organisations.
 - Sympathetic towards the Christian faith and the aims of the organisation.
 - Willingness to be flexible in their working hours, including occasional travel and overnight stays.
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Terms & Conditions

- This is an opportunity for a full-time role (Monday – Friday), with occasional evening and weekend work.
- Initially a hybrid role. The office is in Eastbourne.
- Start date as soon as possible.
- Permanent position offered subject to a successful 6-month probationary period.
- Salary £25,000 – £35,000 per annum depending on experience.
- Holiday entitlement is 28 days pro rata per annum (including bank and statutory holidays).
- Pension contributions via auto enrolment to NEST.

If you're interested in applying, please email katrina@nicola-james.com and send in your CV.

Please apply as soon as possible as interviews will be held with immediate effect via zoom.