

Job Title: Executive Assistant

Reporting to: CEO

Service: Executive Team

Salary Band: 3.3 (Indirect)

Location: Camden Head Office / With possibility of hybrid working

Hours: 37.5 hours per week (some evening work required)

This job description may change to reflect changing requirements of the role

The Role

The Executive Assistant will provide high level support to the Chief Executive Officer and Executive Team and coordinate the governance function, efficiently supporting the Board of Trustees.

Accountabilities

- Coordinate the governance function of Solace Women's Aid, including efficient support to the Board of Trustees and Subcommittees. This will include attending occasional evening meetings.
- Provide high-level administrative support to the Chief Executive Officer and Executive Team and assist in the smooth running of their office, including responsibility for administrative functions.
- Manage the process of contract signing with the CEO and Chair and Treasurer and other trustees as required with full liaison with the Business Development team.
- Collate and analyse information for the preparation of documents, reports and presentations (including financial information) in the appropriate format.
- Consolidate board policies and procedures and maintain accurate records of board meetings, sub committees and other meetings, including Senior Management and Director meetings. This involves taking minutes at evening meetings.
- Manage and coordinate organisational events, including the annual staff away day, SMT and Managers Away Days.

- Plan and coordinate the efficient running of Solace's internal meeting cycle, including booking venues, circulating documents, collating reports, minute taking and organising appointments.
- Support all members of the Executive team with action trackers and agendas for Board of Trustee, Sub-committee, SMT and Director meetings.
- Ensure central documents and resources are accessible and efficiently stored.
- Support compliance with contracts and agreed service standards with relevant members of the Executive Team
- Post holder will be required to be reactive to the needs of CEO and Executive Team.

Knowledge, Experience and Skills

- Experience of providing support for a Board of Trustees or Governing Committee, preferably within the charitable sector
- Knowledge and understanding of charity governance processes, regulations and best practice
- Thorough knowledge and understanding of current safeguarding legislation, frameworks and procedures and practical application.
- Proven experience of providing administrative support within a busy office environment
- Proven essential experience of minute taking, preferably within the charitable sector.
- Experience with Microsoft Office to support report writing, presentations, and analysing data.
- Understanding of the importance of confidentiality
- Excellent organisational, planning and administrative skills; ability to develop and improve processes.
- Excellent written and spoken communication skills.
- Accurate with clear attention to detail
- Proactive and able to work to tight deadlines, with the ability to prioritise multiple workstreams.
- A self-starter and able to work on your own initiative.

Values, Behaviours & Competencies

- **Committed** to the purpose of Solace Women's Aid, ensuring that the service user is at the heart of service delivery and development
- **Feminist** in understanding 'Violence against Women and Girls'
- Committed to fostering **innovation** and **continuous improvement** in working practice
- **Flexible** and open to new challenges, ideas and experiences, and able to be self-reflective
- Committed to understanding **diversity** and ensuring **anti-discriminatory** practice is applied in all forms of our work
- **Non-judgemental** with a commitment to self-care within the team
- **Collaborative**, building relationships with internal and external partners.



Team Structure

