

Job Description

Job title:	Executive Assistant and Office Manager
Directorate:	Chief Executive Officer
Reporting to:	Chief Executive Officer
Direct Reports:	N/A
Salary:	£42,849 - £45,900 (£34,279 - £36,720 pro-rata per annum)
Hours:	30 hours per week (3 days minimum in the office)
Location:	Resuscitation Council UK, 60-62 Margaret Street, London W1W 8TF (hybrid)
Contract Type:	Part time, 12 months Fixed Term

Main purpose of the role

The Executive Assistant and Office Manager will play a pivotal role in providing support across the organisation, the CEO, and Senior Leadership Team (SLT) and contribute to the effective running of RCUK.

The post holder will have interaction across all departments and the scope of work will include oversight of charity governance administration and supporting the day-to-day effectiveness of the office operation, both physically at the head office and in the way the operation runs remotely.

Duties and responsibilities

1. SLT Support

- Provide Executive Assistant support to members of SLT as required.
- Pro-actively support SLT in planning and organising SLT meetings, in line with reporting requirements and other events in the annual calendar.
- Manage the RCUK planning calendar of events and keep on top of all meetings across the organisation, to ensure they are appropriately timed and planned in accordance with the financial year and associated reporting quarters.
- Provide support including gathering agenda items and circulating agendas and papers in good time before meetings.
- Ensure minutes and/or action points from meetings are documented and circulated in good time.
- Ensure that SLT colleagues meet reporting deadlines and meeting actions.
- Organise the arrangements for annual SLT away days.

2. Committee Management and Support

- Support the SLT in ensuring the Board of Trustees complies with Charity Commission requirements by issuing and collecting required documents.
- Plan and organise meetings for Board of Trustees and Executive Committee and offer logistical support for clinical advisory committees.
- Provide light touch administration support for the Board of Trustees, Executive Committee and other subcommittees as required.
- Liaise as required with external minuting organisations

3. Governance

- Ensure Conflicts of Interest are up to date and other matters of charity governance.
- Work with key stakeholders to manage the recruitment/election process for Trustees, Executive Committee and Honorary members.
- Provide administration support for the organisation's annual general meeting, including organising any pre-papers.
- To be responsible for the initiation of annual governance processes in a timely manner (i.e. ensure we don't miss key dates)

4. Office Management

- Act as the main point of contact for the RCUK office including answering calls to the main switchboard by providing cover for the coordinator team.
- Manage meeting room booking requests, including catering and any additional equipment as necessary for internal/external meetings.
- Oversee bookings in the office desk booking system (Kadence)
- To ensure a safe working environment within the office, maintaining and sharing the office risk assessment, and providing information and advice to staff on general office safety, including but not restricted to on-site fire safety, DSE assessments, PAT Testing. Seeking specialist advice where required.
- To maintain the office accident book, reporting on trends as required
- To maintain the first aid box and train as first aider
- Liaise with the office building management company to report facilities management issues with the RCUK office or shared spaces, e.g., maintenance, housekeeping.
- Managing post, deliveries, and couriers.
- Monitor and order stationery, office supplies and other consumables for the RCUK office.
- Order food and beverages as required, taking responsibility for managing dietary requirements.
- Organise and arrange the purchase of new office furniture as well as furniture/supplies for staff working remotely.
- Provide support for other ad hoc requests relating to the running of the office as required, insofar as they are reasonable requests and within the scope of the role.
- Facilitate the onboarding and offboarding of IT equipment and security passes for staff.

5. Project Support

- Provide support on an ad hoc basis to projects, as agreed with line manager.
- Assist and work closely with members of relevant project teams, providing information to the project manager as required.

- Complete administrative tasks relating to projects, including engaging with external organisations and stakeholders to update actions and progress reports.

6. General

- Organise and support meetings and coordinating governance activities
- Support the CEO, SLT and Trustees in arranging travel and accommodation where required.
- Support the management of expenses for Trustees and SLT, where required.
- Horizon scanning and coordinating key RCUK activities across the year, including international and UK-wide events.

7. Additional duties

- Management of general enquiries (via email, telephone) to ensure a prompt response from the relevant team.
- Support HR with RCUK recruitment – collating and redacting job applications and arranging interviews.
- Coordinate and manage the organisation of events, including making recommendations on venues (e.g., staff away day, Trustee away day, organisation's social events). This may include working with external event management companies or managing events in-house.
- Support all arrangements for bi-annual staff social events (summer, Christmas)
- Review supplier agreements for office support services (e.g., accommodation, couriers) so we are always delivering value for the organisation.

This list is not exhaustive, and the role may involve other duties as reasonably requested by the organisation's management.

Other

- In addition to the duties outlined above, the role may also include any other duties reasonably requested by their line manager.
- This role will occasionally involve working outside standard hours, including overnight stays to support the delivery of RCUK events. This will be infrequent and planned well in advance with plenty of notice given.
- It is a requirement of all RCUK staff to take an active participative interest in their own continuing professional development.

PERSON SPECIFICATION

The person specification is a picture of skills, knowledge and experience required to carry out the job.

E= Essential and D = Desirable

KNOWLEDGE AND QUALIFICATIONS	
Knowledge of managing correspondence and documents including ability to maintain both electronic and hard copy filing.	E
EXPERIENCE	
Proven experience of administration and office management.	E
Proven experience of taking accurate minutes, managing diaries and meeting schedules.	E
TECHNICAL SKILLS	
Exceptional communication and interpersonal skills, with the ability to interact confidently with individuals at all levels.	E
Excellent organisational and time management skills, with the ability to multitask and prioritise effectively.	E
High level of integrity and discretion in handling confidential and sensitive information with superior attention to detail.	E
Highly organised, able to manage a varied workload and within tight deadlines with an attention to detail	E
Excellent IT and computer skills, including being proficient in the full Microsoft Office Suite including Teams and Zoom	E
GENERAL SKILLS AND ATTRIBUTES	
An enthusiastic, proactive, and tenacious person with good judgement.	E
A positive attitude, a collaborative mindset and contribute to a supportive and inclusive work environment.	E
Commitment to, and promotion of RCUK's vision and values	E
Commitment to the principles of EDI and adherence to RCUK's policies and procedures	E
Take an active role in own CPD	E

This job description sets out the duties of the post at the time when it was drawn up and will be reviewed from time to time. Duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.