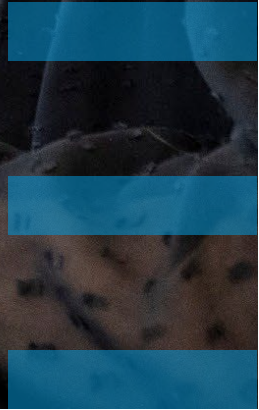


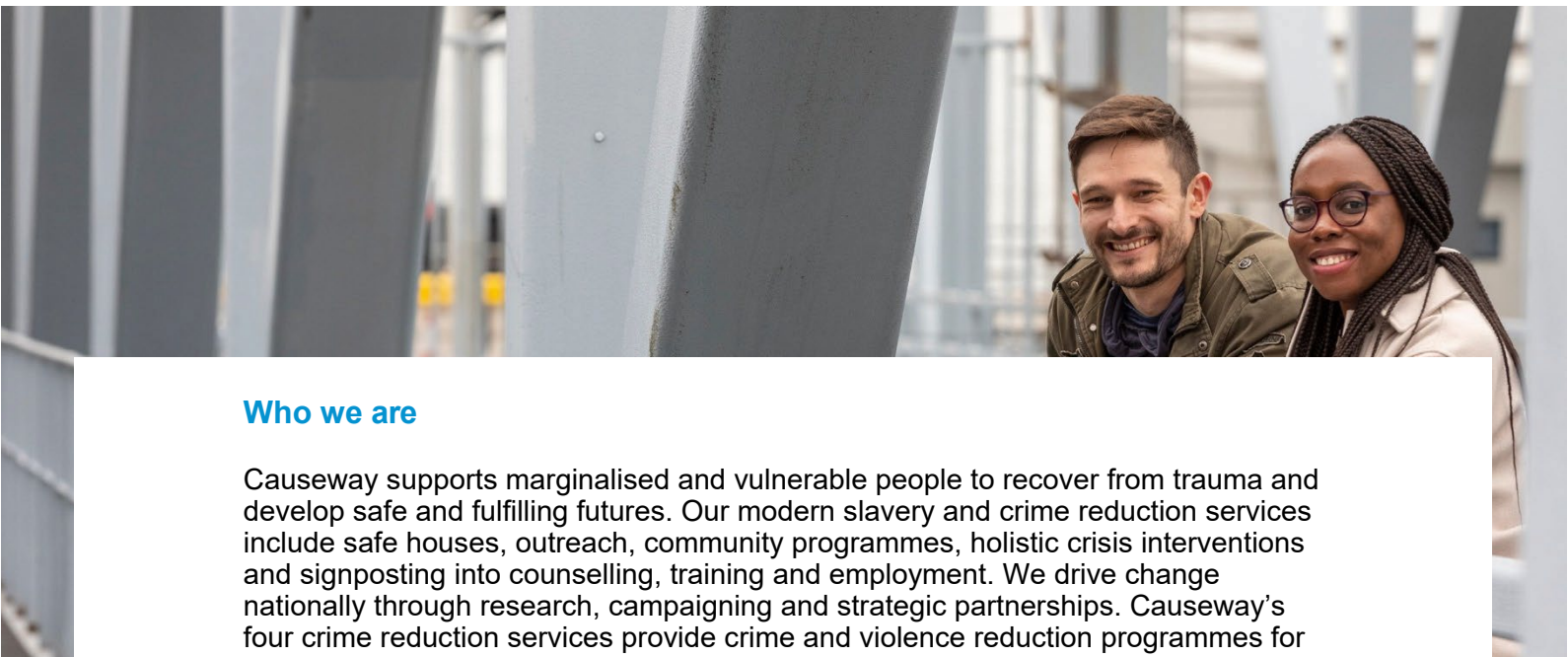


# Executive Assistant Candidate information pack

CAUSEWAY







## Who we are

Causeway supports marginalised and vulnerable people to recover from trauma and develop safe and fulfilling futures. Our modern slavery and crime reduction services include safe houses, outreach, community programmes, holistic crisis interventions and signposting into counselling, training and employment. We drive change nationally through research, campaigning and strategic partnerships. Causeway's four crime reduction services provide crime and violence reduction programmes for those committed to breaking their cycle of criminality. Our trauma-informed approach to supporting those who commit crime has proved successful in reducing rates of reoffending, which not only benefits the individuals involved, but reduces the number of victims and creates a safer society for all.

## Role Summary

How this role fits into the vision and objectives of Causeway

This is an exciting role that requires high levels of competence in administration, communication and collaboration. The role is to provide personal administrative support to the CEO and SLT and be the first point of contact for external enquiries to the Charity; Helping to maintain high service standards, contractual obligations and to aid effective communication throughout the charity. The role covers a broad range of activities across all areas of Causeway. To be successful in this role, you should be well organised, have great time management skills and be able to act under your own initiative.

## What you can expect from a career at Causeway

As an organisation we are committed to supporting your success and providing you with a wealth of skills, training and opportunities as well as staff benefits to enhance your employment. These will include:

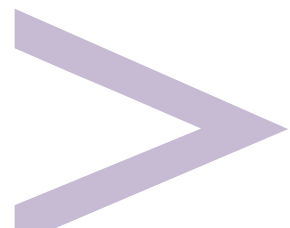
- Regular accredited and in-house training on specialist subjects such as trauma, mental health, safeguarding, working with addictions and much more
- Commitment to annual salary reviews
- Progression opportunities
- Annual staff survey and focus groups – have your say!
- 30 days holiday per year (plus accrued holiday days for length of service)
- Medicash medical discount scheme
- 3% employer contribution pension scheme
- Support via Staff Networks including an LGBTQ+ staff network



## Job Description

<b>Job Title</b>	<b>Salary</b>	<b>Reports to</b>
Executive Assistant	£ 28,000 per annum	CEO
<b>Location</b>	<b>Direct Reports</b>	<b>Closing Date</b>
Hybrid/Remote - regular attendance to Causeway's Sheffield office. Occasional travel to other locations such as Causeway Liverpool/Sunderland	None	27 <sup>th</sup> September 2024
<b>Contracted Hours</b>	<b>Interview Date</b>	<b>Contract Duration</b>
37.5 hours per week	w/c 7 <sup>th</sup> October	Until 29 <sup>th</sup> June 2025
<b>Probationary Period</b>		

6 Months



## Responsibilities:

- Manage and maintain the CEO's schedule, appointments and travel arrangements
- Assist the CEO in collation and submission of their expense claims.
- Conduct research as required to prepare the CEO and Senior Leadership Team (SLT) for key meetings ensuring they are adequately briefed.
- Co-ordinate and arrange the fortnightly Senior Management Team (SMT) meetings and any additional SMT meetings that may be required.
- Co-ordinate and arrange the Board of Trustees annual meeting schedule.
- Co-ordinate and arrange Board Subcommittee meetings and any exceptional meetings that may need to be called for governance purposes.
- Provide minute taking and administrative support to Senior Management Team meetings
- Provide minute taking and administrative support to Trustee meetings and supporting committees, including co-ordinating the agenda setting process, collation of papers and liaison with the Chair of the Board and Company Secretary.
- Review and process any Trustee expenses incurred due to meeting and event attendance.
- Answer and manage all incoming enquiries on the Causeway external phone line and information@ email address.
- Liaise with the SMT and wider team to ensure all incoming enquiries are responded to and actioned accordingly.
- Support the COO in the monitoring and evaluation of service information, through the collation of quarterly data across all departments.
- Support the COO in the wider service improvement agenda through the production of project management templates and data monitoring.
- Where necessary, provide administrative support to the SLT in the gathering of case studies or data for the purpose of report production for external stakeholders such as commissioning bodies.
- Support the SLT in working groups/service projects through administrative support and action logging within project meetings.
- Any other duties that are commensurate with the role.

## Qualifications, experience and skills

### Essential Requirements

#### Education, Qualifications & Training

- Demonstrate knowledge in specific subject area through specialist training, degree or vocational studies.
- An appropriate DBS check.
- To have an excellent grasp of the English Language, spelling and grammar
- Proficient computer skills and in-depth knowledge of relevant software such as MS Office Suite
- Knowledge of standard office administrative practices and procedures

#### Experience

- Three years' experience providing support at a high/executive level
- Previous experience of working with Charity Boards.

#### Skills

- Strong organizational and planning skills
- Excellent communication and interpersonal skills
- Excellent minute taking and recording skills
- Attention to detail and accuracy
- Ability to work under own initiative
- Ability to manage competing deadlines
- Understanding of the need for confidentiality

## **Desirable Requirements:**

### **Education, qualification and training**

- Educated to degree level or equivalent
- Basic knowledge and understanding of the key issues of Modern Slavery/Crime Reduction

### **Experience**

- Previous Experience working in the third sector