

Job Description for Executive Assistant to the SLT

- Job Title:** Executive Assistant to the Senior Leadership Team (SLT)
- Job Purpose:** To provide support to Trustees, SLT and office-based teams and to ensure that all governance and secretarial requirements are met. To ensure that the charity's governance and management functions operate optimally.
- Reporting To:** Director of Finance (Deputy CEO). Key relationships with Senior Leadership Team, Trustees and office staff teams.
- Based:** The Vassall Centre, Gill Avenue, BS16 2QQ (some home working by agreement)
- Hours:** 21 – 28 hours per week (60% - 80%); exact days and hours to be agreed. Additional hours may sometimes be required and can be taken as time off in lieu.
- Salary:** c. £30,000 per annum (pro-rata)
- Annual Leave:** 26 days (pro-rata)

Main activities of this position

<u>Activities</u>	<u>Description of activities and responsibilities</u>
Governance Support	<ul style="list-style-type: none"> • Taking minutes for Trustee Board, Committee and SLT meetings. • Scheduling, preparing agendas and organising, collating and distributing relevant papers for these meetings. • Arranging and liaising with venues for external meetings • Administering the induction of new Trustees. • Updating and maintaining SharePoint and other systems for the communication and administration of governance and Trustees. • Assisting Trustees and Officers in ensuring Data Protection requirements are adhered to across the Charity. • Ensuring all Charity policies and procedures are reviewed and updated in accordance with requirements. • Taking responsibility for the maintenance of the organisation's Policy files, ensuring that policy reviews and renewals are scheduled in advance and supporting consultation and policy administration where required.
Management and Administration Support	<ul style="list-style-type: none"> • Undertaking secretarial support for the Senior Leadership Team (SLT), providing administrative support to internal and external meetings including SLT and staff meetings, taking minutes as required. • With the Vassall Centre staff team, managing incoming telephone calls, call diversion, messages and post. • Provide support and cover to the Grants Officer, or equivalent, answering queries and during times of absence to ensure that the Grants Programmes are running effectively. • Monitoring the Charity's generic email mailboxes. • Maintaining the Charity's Microsoft 365 processes and accounts. • Other administrative tasks as requested by SLT or other managers.

<p>HR Administration</p>	<ul style="list-style-type: none"> • Assisting hiring managers with recruitment including advertising, shortlisting, interviewing, and onboarding. • Administering recruitment processes within the Charity's BreatheHR software. • Undertaking appropriate checks on new staff including DBS, right to work and reference checks. • Creating induction timetables and activities for new members of staff, in liaison with hiring managers. • Onboarding new staff and their IT requirements including the provision of new laptops and other hardware, software logins, and the completion of DSE workstation assessments. • Offboarding of staff at exit including closure of email and other electronic accounts and collection of Charity assets • Working with the Finance and HR Officer to ensure HR policies and procedures are reviewed, ensuring they are up to date and fit for purpose and support our commitment to equality and diversity and the environment. • Working with the Staff Wellbeing and Development lead to administer wellbeing and development programmes within the Charity.
<p>Compliance</p>	<ul style="list-style-type: none"> • Implementing the health and safety policy and procedures. • Supporting the organisation's compliance with the Data Protection requirements. • Assisting the Charity's Designated Safeguarding Lead(s) with the administration of safeguarding casework. • Administering the Charity's complaints processes and cases. • Assisting the Charity's Housing, Communities and Family Engagement teams with management, storage and usage of casework and general service user data. • Acting as a Fire Warden for the Charity's Head Office siite.

Person Specification for Executive Assistant to the SLT

Experience

- Working in a fast-paced and multi-disciplinary office environment
- Demonstrable use of Microsoft 365 including Outlook, Word, PowerPoint, Excel and SharePoint
- Provision of administrative and secretarial support for Senior Officers and Non-Executives
- Development and management of office IT and data management systems, including developing new approaches to meet changing needs
- An understanding of corporate governance within complex organisations

Desirable;

- Minute-taking at formal meetings such as Board meetings
- Experience of working in an HR or recruitment function
- An Understanding of importance and some experience in health & safety protocol
- An Understanding of importance and some experience in safeguarding protocol
- An appreciation of data protection requirements
- Experience of working in the charity sector, or an understanding of the sector

Competencies (knowledge, skills and behaviours)

- Excellent written and oral communication and interpersonal skills to communicate clearly and effectively at all levels
- Good organisational and time management skills with the ability to prioritise workload and multi-task
- Proactive attitude and strong work ethic with the ability to demonstrate initiative, self-motivation and high levels of productivity
- Ability to work confidentially and with integrity
- Detail orientated and devoted to seeing tasks completed
- A rigorous commitment to solving problems
- A flexible, reliable attitude with good team working skills
- A commitment to learning, continuous improvement and development