



<b>Job Description</b>	<b>Executive Coordinator</b>
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<b>Salary:</b> £35,745-£38,223 per annum <b>Grade:</b> NJC PO1 SP27-30	<b>Line Manager:</b> Chief Executive
<b>Hours:</b> 36 hours per week	<b>Period of contract:</b> 12 months fixed term
<b>Location:</b> Hybrid working – work from home and at one of our office bases.	<b>Main stakeholders:</b> Action Together Senior Leadership Team, Managers and team members, our Board, our members in the voluntary Community and Faith Sector and external public sector and private partners.

<b>Purpose of the post:</b> To provide executive support to the CEO, Action Together’s Board and project manage internal business priorities.
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<p><b>The main things you will be asked to do in this role:</b></p> <ul style="list-style-type: none"> <li>• Provide executive support to the CEO, this will include arranging multi-stakeholder meetings, diary support and the preparation of written reports or presentations for internal and external audiences.</li> <li>• Assist the CEO in providing governance support to Action Together’s Board, including the production of Board papers, accurate minutes and action tracking for Board Meetings and its Sub Groups.</li> <li>• Assist the CEO and Governance Sub Group to achieve Board development priorities e.g. to recruit new trustees by providing coordination and project administration support.</li> <li>• Coordinate internal projects to achieve outcomes within a defined timescale, such projects include; coordination of evidence to achieve external accreditation, coordination of the programme and organising staff events and support the team in preparation of the Annual General Meeting.</li> <li>• On occasion, provide business/project support to one of the Locality Directors to assist them in their roles.</li> </ul> <p><b>General asks of everyone that works as part of the Action Together team:</b></p> <ul style="list-style-type: none"> <li>• Support us in our charitable purpose, helping us to achieve our strategic aims and using our values as outlined below to underpin all that you do.</li> <li>• Behave in a professional manner and adhere to our policies and procedures including safeguarding, health and safety, data protection.</li> </ul>
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- Be inclusive and work to combat all forms of discrimination and disadvantage, ensuring that the principles of equitable opportunities and social justice are implemented in your work.
- Help us to achieve our strategic aims and priorities by contributing your skills and experience to projects and tasks when required.

**Our charitable purpose and values**

The Action Together team is vital in achieving the charity’s purpose: to maximise opportunities to create positive social change, promote social justice and harness social benefit; and to strengthen the voluntary, community, faith and social enterprise sector.

Action Together’s values underpin all our activities. They are ways of working that we will always strive for, and we want to be held accountable to them. Our values should resonate with the perception and reality of working with, and for, us as an organisation.

Our values are to:

**Believe it’s possible** – vision and ideas matter. We have confidence in the power of people and communities, and we strive to release their potential to create the widest possible benefits whilst promoting social justice.

**Strengthen others** – we work in ways that strengthen people, places and partnerships. We achieve this by working collaboratively, sharing skills and developing relationships between people, groups and agencies.

**Be true** – we are brave enough to share constructive insight in order to make progress. Our unique insight comes from our connections with, and amplification of, the diverse range of voices of people and groups that we work with.

<p><b>Person Specification</b></p>	<p><b>Executive Coordinator</b></p>
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**The ideal candidate for this role will be someone who...**

- Someone with outstanding organisational skills, able to manage multiple priorities and have excellent attention to detail.
- Someone who produces work to a high standard, with great attention to detail, particularly in written formats.
- Someone who can proactively identify potential issues, implement solutions and who can get things done.

The recruitment process (application, interview, and any other activities) are your opportunity to demonstrate the following skills (able to), experience (experience of), and knowledge (knowledge of):

**Essential – These are things which are necessary for you to be considered for this role:**

- Significant experience in an executive support and or project management role.

- Proficient at using Microsoft office applications (Teams, SharePoint, Outlook, Word, PowerPoint, Excel) and using CRM and database systems in your work.
- Highly organised with the ability to drive multiple tasks simultaneously.
- Project management skills to lead and manage work.
- Excellent communication skills, both written and verbally.
- Able to prepare and present high-quality presentations and reports.
- Excellent attention to detail, identifying issues and solutions
- Committed to the work Action Together does and ability to understand the context of our work.
- Can identify opportunities within the role to ensure we are an inclusive charity and live up to our commitment to tackle inequality and discrimination.

**Desirable – These are things which we would actively be looking for in a perfect candidate. You should still apply even if you do not check every item on this list:**

- Experience of working in a Voluntary, Community or Social enterprise.
- Can demonstrate a good understanding of Local Infrastructure Organisation as described by [NAVCA](#).

**Personal qualities – These are things which we ask for from everybody who works as part of the Action Together team:**

- Be committed to our values.
- Work and collaborate effectively as part of the wider team.
- Seek opportunities to develop yourself and others.
- Be committed to social justice and equity.

### Working with Action Together

**As a member of the Action Together team you will also benefit from:**

- Flexible working opportunities
- Membership of SimplyHealth
- Ongoing professional development
- Cycle and tech loan schemes

**For more information on the work that we do please visit [www.actiontogether.org.uk](http://www.actiontogether.org.uk)**

## SUPPORTER

