

JOB DESCRIPTION

Job Title:	Executive Assistant (EA) to the Chief Executive Officer
Main purpose of job:	To support the CEO and manage the day-to-day operation of the main office.
Relationships:	The EA is responsible to the CEO and managed by the Deputy Chief Executive (DCE).

Main duties and responsibilities:

- Maintain the CEO's diary, organise visits, travel and appointments as required and ensure that information required is effectively organised and accessible.
- Monitor and, if necessary, respond to all post, emails and telephone calls in the CEO's absence and liaise with external organisations as required.
- Provide support for MNWB Chair and Council members as required.
- Assist the CEO to prepare meeting agendas and supporting papers, arrange venues, complete and circulate minutes and take follow up actions as directed. This applies to Council, Forums and MN Honours Consultative Committee and other meetings as required.
- Coordination of MN representation at the annual RBL Festival of Remembrance.
- Assist the CEO with the population, maintenance and updating of the Boards Council meeting management software platform.
- Assist CEO with the coordination of the annual and monthly financial meetings, liaising with staff and external accountants as required.
- Assist CEO in his duties and responsibilities as Company Secretary.
- Maintain the CEO's filing systems – both electronic and hard copy.
- Arrangement and organisation of MNWB conferences, as required by the CEO.
- Assist the CEO with the administration of regular staff meetings.
- Ensure adequate staff cover for lunch breaks and absences.
- Ensure compliance of the UK General Data Protection Regulation (UK GDPR) policies and participate in staff mandatory training.
- Review and update health and safety policies and risk assessments to ensure compliance.
- Monitor building and maintenance contracts. Maintain the condition of the building, supervise cleaning contract and arrange for necessary repairs.
- Attend a recognised First Aid Course and Fire Marshal course if required by the CEO.
- Assist the DCE as required with matters relating to the day-to-day management of the MNWB.
- Monitor MNWB enquiry email's, answer telephone calls and respond as necessary.
- Actively participate in the organisation's performance monitoring processes including appraisals and competency reviews.
- Proactively maintain the knowledge, skills and networks needed to deliver this role.
- Support the charity's core values and carry out all responsibilities with due regard to all policies and procedures.
- Undertake any other duties as required from time to time.

Executive Assistant - Personal Specification

Essential Skills Required:

- Proven organisational and administrative skills, including the ability to manage time, prioritise conflicting demands, multi-task and work to tight and structured deadlines.
- Effective and accurate minute taking.
- Ability to compose clear and concise letters and e-mails.
- Discreet and able to handle sensitive information in confidence.
- Computer literate with working knowledge of Outlook, Word, Access databases, Excel and PowerPoint.
- Ability to learn new systems and processes quickly, with the desire to pick up new skills.
- An understanding and commitment to equal opportunities and diversity.
- Resilient, possess a positive attitude and able to work on own initiative and as part of a team.

Desirable Skills and experience:

- Professional qualification/s relevant to an EA role.
- Experience of arranging conferences.
- Experience of working with a charity.