

JOB DESCRIPTION

Executive Assistant

JOB TITLE:	Executive Assistant to the CEO and Exec Team
SALARY:	SO1 – SO5 (£33,560 - £37,800)
BENEFITS:	Employers pension contribution - 3, 4 or 5% matching equivalent employee contribution. Available after 3 months in post. Season ticket or bicycle purchase loan scheme.
HOURS:	Monday to Friday 8.30am to 5.00pm. You may also be required to stay later to oversee a meeting or charity event.
HOLIDAYS:	25 days, plus bank holidays
REPORTS TO:	CEO
LOCATION:	Charity office (currently based at The Foundry, 17 Oval Way, London, SE11 5RR)
PROBATIONARY PERIOD:	6 months
NOTICE PERIOD:	6 weeks both ways

JOB SUMMARY

- To be Executive Assistant to the CEO and Executive Team. To undertake a full range of secretarial and administrative duties and to ensure the efficient and effective running of their daily business.

Main Duties and Responsibilities

- Act as a first point of contact within the charity for staff, trustees, governors, local authorities, parents and others seeking contact with the Exec Team.
- To assist the CEO and Exec Team in organising their administrative workload. Liaising with the CEO and Exec Team regarding the events of the day and following up resultant actions.
- Maintain complex diary management for the CEO and Exec Team, arranging appointments and meetings as appropriate and ensuring that they are adequately briefed and have all relevant papers to be discussed.
- Make necessary travel arrangements for the CEO and Exec Team.
- Assemble and prepare papers required by the CEO and Exec Team to attend meetings, prepare reports, or reply to requests for information.

- Ensure that papers are given to the CEO and Exec Team for the next day's meetings and that any instructions/directions are obtained prior to the meeting.
- Ensure the maintenance of clear and effective filing, records and other systems and to keep them updated.
- Arrange a variety of weekly meetings and when required, take accurate notes. Ensure that matters arising from meetings are dealt with by the appropriate people within agreed timescales.
- Sort and prioritise incoming post and filter telephone calls before passing them to the CEO and Exec Team, if it is deemed necessary.
- To draft correspondence and other documentation to the CEO and Exec Team's specification.
- Make any telephone calls as requested by the CEO and Exec Team and follow up any resultant actions.
- To deal with electronic mail, both incoming and outgoing, in a secure manner.
- Support the Senior Management Team in the organisation and detailed planning of special events.
- Organise workload and prioritise on a daily basis, using own initiative and knowledge of the work with minimum supervision.
- Maintain a high degree of confidentiality. Respond positively with tact, sensitivity and awareness to stakeholders in relation to duties undertaken.
- To monitor spending and corresponding budgets through Xero, monitoring of admin teams and working closely with the central finance team.

New Business Development

Focus on supporting the administration of any tender process BeyondAutism apply for. This element of the role includes:

- Maintaining BeyondAutism's presence on tender portals
- Recording decisions with regards to potential tender opportunities
- Collating documents to respond to tender opportunities
- Ensuring project deadlines are met

Other duties

- To assist in dealing with complex enquiries or difficult visitors.
- To undertake word processing, electronic communication, filing, photocopying work and to take accurate minutes of meetings as required.
- Attend occasional evening events as required.
- Work closely with the Exec Team and provide any reminders regarding the daily routine and ensure that all relevant staff know any important details.
- Undertake the role of coordinator for the Karen Sorab Awards.
- Undertake project/research work as required.

Charity Office Management

- Ensure that the Charity Office is adequately resourced and organised, maintaining hotdesking protocols.
- To be the designated Fire Safety and First Aid Officer
- To be the designated point of contact at The Foundry, collecting post, organising ID cards and ensuring the charity office is fit for purpose.

General Responsibilities

- To understand, adhere to and actively implement all the policies and procedures of BeyondAutism.
- To safeguard young people and vulnerable adults at all times.
- To undertake training as required.
- To act in accordance with data protection and confidentiality requirements.
- To undertake additional tasks as directed by the Exec Team.

Additional Training Provided

Over and above general on-the-job training the successful applicant will also be required to train for the following key roles and areas of responsibility:

- First Aid Officer
- Fire Warden

(March 2022)

PERSON SPECIFICATION - Executive Assistant

	Essential	Desirable
Qualifications	Educated to at least A level or equivalent, with GCSEs in English and Maths at grade 6 or above	Professional qualifications relevant to an EA role Degree or equivalent.
Experience	Proven administrative skills with an ability to prioritise, manage and complete a variety of tasks at times in periods of high pressure. Able to deal with confidential matters discreetly.	Experience of working for a charity.
Skills	Strong Microsoft Office skills (including Word and Excel). Strong administrative and workload management skills. Effective and accurate minute taking Ability to compose clear and concise letters and e-mails. Accuracy and attention to detail. Good and pro-active communication skills. Excellent interpersonal skills to be able to work with a wide variety of internal and external contacts.	
Abilities	Able to work with minimal	

	<p>supervision. Able to deal with routine and sometimes mundane work such as filing and photocopying. Ability to research information efficiently. Ability to assess information and situations to effectively and appropriately resolve issues</p>	
<p>Essential personal qualities</p>	<p>Accuracy and attention to detail.</p> <p>Uses own initiative.</p> <p>Good interpersonal skills.</p> <p>Commitment to high standards of customer service.</p> <p>Open and honest approach.</p> <p>Flexible attitude.</p> <p>Self-motivated.</p> <p>Willing to get involved in a wide range of duties.</p> <p>A commitment to safeguarding and promoting the welfare of children and adults at risk.</p>	

(March 2022)