

Executive Assistant to the CEO

JOB DESCRIPTION

Salary:	£35,000-£40,000 per annum pro rata, dependent on experience
Hours:	21 hours per week, 9am-4.30pm, Tuesday to Thursday
Contract:	Permanent
Location:	Office-based role at 549 Old York Road & 52 East Hill, Wandsworth
Responsible to:	Chief Executive Officer (CEO)

Context: Age UK Wandsworth is a local, independent charity that works to promote the wellbeing of all older people in the London Borough of Wandsworth. This is a new role in our staff team that has been created to support our CEO during an exciting transition period where the organisation is growing and developing to help older people.

This role will suit an experienced administrative professional whose emotional intelligence is highly developed and who can problem-solve with maturity in a complex, confidential and fast-paced environment.

You will be working with a small team who are extremely busy making a difference to the lives of older people in Wandsworth and your role will be pivotal to making their lives easier.

Recruitment process: This is a two-stage process. In Stage 1, you will be interviewed by the Director of Operations and Quality, the Director of Branding and Communications and one trustee. At this interview you will also be asked to complete tasks to determine your suitability for the role. If you are successful in Stage 1, you will move forward to Stage 2, where you will be interviewed by the CEO and one trustee and will be asked to present at interview.

Specific responsibilities:

- Provide proactive, high-quality administrative support to the CEO to make it simpler for her to fulfil strategic objectives and operational responsibilities
- Efficiently manage the administration (diary, agenda, papers, minutes, actions) of meetings (e.g. Board, sub-committees, staff meetings, funder meetings) for the CEO
- Manage systems to monitor areas such as staff/trustee training, absence, sickness, DBS checks, annual leave, and any others required
- Conduct research for projects undertaken by the CEO and prepare appropriate documents, e.g. research papers, spreadsheets, brochures, leaflets
- Research and update policies and procedures in preparation for Board meetings
- Support the CEO with her social media and blog posts
- Help the CEO to manage her diary and arrange meetings with stakeholders

- Support the CEO and Executive Team to organise events, e.g. the AGM, socials, fundraising activities
- Manage recruitment procedures for the CEO and Director of Operations and Quality, such as advertising roles, preparing documents for interviews and helping induct new staff and new trustees
- Update and collate documentation to support the CEO and Executive Team to complete audits, achieve quality marks and acquire new funding for the organisation

Other duties:

- Attend organisational meetings, professional development courses and any on-going training
- Work within all Age UK Wandsworth policies and procedures
- Carry out any other duties as may be required that are consistent with the responsibilities of the role
- Travel to meetings within the Borough and in London may be necessary on occasion

Please note the CEO splits her time between the Old York Road office and the day centre on East Hill and the successful candidate will need to do the same in some weeks.

The list above is not exhaustive and the job description will likely be subject to change as the CEO's priorities and workload change.

PERSON SPECIFICATION

Essential

- Exceptional organisation skills and meticulous attention to detail with the ability to develop and maintain appropriate administrative systems
- Ability to calmly and flexibly manage a full, varied and confidential workload and use initiative and skills of perception to meet deadlines in a very busy environment
- Experience of working with senior or executive leaders in a fast-paced, dynamic organisation
- Skills to communicate in an effective, professional and courteous manner with a diverse range of people

- Ability to confidently represent the CEO and communicate professionally on her behalf within the organisation and with external stakeholders
- Excellent written communication skills, with a keen eye for spelling, punctuation and grammar and able to edit work thoroughly before it reaches the CEO
- Skilled use of 365 and Microsoft Office packages and the confidence and ability to learn how to use our new database
- Ability to work with sensitive information and always maintain confidentiality
- Excellent research skills and the ability to collate information and present it in an appropriate format
- Ability to think creatively and proactively in order to problem-solve and complete tasks for the CEO
- Resilience and self-reliance are key for this role – if you genuinely like a challenge, are comfortable with change, and enjoy being busy, then this could be the position for you

Desirable

- Experience of working with older people, people with dementia and people with disabilities
- Experience of working in or knowledge of the voluntary sector