

**Job Description- Executive Assistant**

**Responsible to:** Chief Executive

**Accountable to:** Chief Executive

**Reporting to:** Administration Coordinator

**Salary:** £18,070 - £22,658

**Working hours:** 35 hours (flexible working to suit needs of the role)

**Contract**: Initially 12 months covering an internal secondment, with possibility of extension.

**Location:** Gaddum Centre & other service delivery sites as required.

**Job Summary**

To provide executive administrative support to the Chief Executive & Senior Management Team.

**Job Purpose**

The post of Executive Assistant will support Chief Executive & SMT of Gaddum to enable more focus on agreed strategic objectives and reduce time spent on administration. The role will provide high quality administrative and clerical support including undertaking general office tasks such as producing documents and reports, postage, sorting mail, answering the telephone, taking messages, photocopying, faxing and shredding.

Additionally, the post holder will support SMT with administration relating to:

* Building and facilities management
* ICT
* Event planning and organising

**Main Duties and Responsibilities**

* To manage the diary of the Chief Executive & SMT including the booking of all meetings, conferences, training, travel arrangements etc.
* To organise internal and external meetings, including booking meeting space and organising necessary refreshments.
* To be a first point of telephone and email contact for people wishing to contact the Chief Executive & SMT and dealing with these enquiries appropriately; responding to enquiries and calls in a professional manner. This will include requests from both internally and external organisations and individuals.
* To manage and respond to emails and written correspondence as appropriate.
* To attend and take minutes at meetings including Senior Management Team meetings and Trustee board meetings and sub groups.
* To support the preparation and distribution of Trustee Board reports and any sub-committee papers as required by Chief Executive.
* To ensure adequate filing systems are in place for Chief Executive & SMT documentation.
* To support Administration team in general administration duties as required.
* Any other duties commensurate with the scope and status of the post.

**Other duties and responsibilities**

* To meet regularly with Chief Executive for supervision
* To undertake additional duties within competence of post holder as required by Chief Executive
* Flexible approach to working patterns to suit the needs of the role as required.
* Promote the work of Gaddum Centre and safeguard its good name and reputation at every opportunity.
* To adhere to Gaddum Centre Policies and Procedures.
* To maintain privacy and confidentiality in line with Gaddum Centre’s policies and procedures.

The details contained in this job description, particularly the principal accountabilities, reflect the content of the job at the date the job description was prepared. It should be remembered, however, that it is inevitable that, over time, the nature of individual jobs will change; existing duties may be lost and other duties may be gained, without changing the general character of the duties, or the level of responsibility entailed. Consequently, this job description may be revised from time to time.

All staff are expected to work within all Gaddum Centre policies and procedures.