



JOB DESCRIPTION

Title:	Executive Assistant
Area of Responsibility:	Administrative support for the Chief Executive, Finance & Operations Director, Senior Management Team and charity Trustees
Responsible to:	Chief Executive Officer
Responsible for:	No line management responsibilities
Contract type:	Permanent
Responsibility Grade:	3
Salary:	£19,227.57
Location:	CAT Charity's site near Machynlleth, Mid Wales
Hours:	37.5 hours per week (1.0 FTE)
Working Days:	Normally Monday to Friday
JD date:	23.10.19

DESCRIPTION

The Centre for Alternative Technology is an education, research and visitor centre demonstrating practical solutions for sustainability. CAT inspires, informs and enables people to achieve positive changes in their personal and work lives and local communities. CAT is a national charity based in mid Wales and celebrated its 40th anniversary in 2014. The post is based at the picturesque Llwyngwern site, within easy reach of Machynlleth, the Snowdonia National Park and Cardigan Bay.

This post is an exciting opportunity to support the leadership of a national charity, at a time when the organisation is striving to increase its impact in working for a sustainable society.

The Executive Assistant is responsible for administering management and Board meetings (secretariat services), office and diary management for the Chief Executive and admin support for the Finance & Operations Director and other members of the Senior Management Team.

CAT is seeking a candidate with strong secretarial and administrative skills to support the effective leadership of the organisation.

The postholder will be line managed by the Chief Executive, but will also work closely with the Finance & Operations Director and Trustees.

MAIN PURPOSE AND RESPONSIBILITIES OF THE JOB

Diary and office management:

- Organisation of the Chief Executive's diary, including planning and arranging meetings, appointments and travel and collating information ahead of meetings
- Monitoring of the Chief Executive's e-mails, post and phone calls and dealing with administrative matters
- To provide organisational and diary support to the Chair and other Trustees when needed
- Maintain records of Board and management minutes, correspondence with Companies House and the Charities Commission and other official documentation
- To provide administrative support to the Finance & Operations Director and other members of the Senior Management Team as needed
- To maintain and develop office systems

Secretariat services:

- Collating and circulating agenda papers for Board and management meetings and other meetings as required
- Taking minutes at Board and management meetings and other meetings as required and maintaining action logs
- To maintain and communicate a programme of Board, management and other meetings
- To support communication with Trustees between meetings
- To support the Finance & Operations Director and Chief Executive Officer, in ensuring the organisation adheres to its governing documents

Other administrative support:

- To support the Finance & Operations Director, Chief Executive and Chair, in the collation and submission of annual returns and other correspondence with the Charity Commission and Companies House
 - To provide cover to other functions in the central admin team as needed
 - Providing other administrative support to the Chief Executive and Senior Management Team as needed, such as proof reading, collating reports and basic web research.
 - To be responsible for the administration of the Charity's Data Protection compliance and the reporting of any breaches to the relevant authorities.
- Any other appropriate duties as defined by the Chief Executive Officer and Finance & Operations Director.

PERSON SPECIFICATION - EXECUTIVE ASSISTANT			
Description	Essential	Desirable	How Evaluated
<p><i>Education and Qualifications</i></p> <p>a. Good general level of education</p> <p>b. Formal qualification in English (e.g. GCSE grade C or above) or can demonstrate equivalent standard through work experience</p> <p>c. Relevant professional qualifications</p> <ul style="list-style-type: none"> • Chartered Secretaries & Administration or can demonstrate experience in equivalent work 	* * *		Application form and evidence of qualification
<p><i>Knowledge and Experience</i></p> <p>d. Experience of administering formal meetings</p> <p>e. Significant experience of working in a secretarial or administrative role</p> <p>f. Experience of office and record management</p> <p>g. Knowledge of governance standards and practice</p> <p>h. Knowledge and experience of the charity sector</p> <p>i. Knowledge and Data Protection and the GDPR regime</p>	* * *	* * * *	Application form, interview and references
<p><i>Aptitude and Skills</i></p> <p>j. Excellent inter-personal skills with a customer service orientation</p> <p>k. Excellent teamwork skills</p> <p>l. Excellent verbal communication skills</p> <p>m. High standard of written English</p> <p>n. Excellent organisational and time management skills</p> <p>o. Ability to meet tight deadlines when required</p> <p>p. Ability to work under pressure in a changing work environment</p> <p>q. Ability to maintain and develop office and filing systems</p> <p>r. Good IT skills including experience of e-mail, word processing and databases</p> <p>s. Ability to communicate in Welsh – oral and written or willingness to learn</p>	* * * * * * * * *	* *	Application form and interview
<p><i>Personal Attributes</i></p> <p>t. Capability of demonstrating self motivation</p> <p>u. Demonstrate respect for diverse range of people</p> <p>v. Ability to work effectively as an individual, as part of a team and in partnership with others</p> <p>w. Ability to work unsupervised and to direct own work</p> <p>x. Ability and willingness to maintain absolute confidentiality of sensitive information</p>	* * * * *		Application form and interview
<p><i>Circumstances</i></p> <p>y. Ability and preparedness to work flexibly</p> <p>z. Prepared to travel occasionally to meet post related demands</p> <p>aa. Empathy with the ethos and core values of CAT</p> <p>bb. Good understanding of environmental issues</p>	* *	* *	Application form and interview

It is in your own interest that you are explicit in your application about how you meet the stated criteria and responsibilities of the job. You are encouraged to provide relevant and explicit examples.