**JOB DESCRIPTION**

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| **TITLE OF POST:** | Senior Leadership Team Executive Assistant  |
| **SALARY:** | £22,571 to £23,484 pro rata (based on 35 hours per week + pension contribution |
| **HOURS:** | Between 16hrs and 21hrs per week  |
| **CONTRACT:** | Permanent  |
| **RESPONSIBLE TO:** | The Chief Executive Officer  |
| **ACCOUNTABLE TO:** | The HALE Trustee Board  |

1. **JOB PURPOSE**

To provide executive support to the HALE Senior Leadership Team which aid and enhance the operational demands that come with the growth and development of our busy charity.

1. **PRIMARY DUTIES & AREAS OF RESPONSIBILITY**
* Provide general administrative support for CEO and Senior Leadership Team and CEO, where necessary.
* Work on a one-to-one basis on a variety of tasks related to the senior teams’ working life and communication.
* Work closely with the CEO and Senior Leadership Team to undertake a range of governance related administrative tasks for the organisation.
* Coordinate a calendar of key meetings and events to include staff meetings, away days, training sessions and board and committee meetings (online and face to face meetings).
* Take minutes at a range of meetings to include Leadership Team meetings, Senior Leadership Team meetings, other staff meetings and board meetings, which will include at least 6 evenings per year.
* Provide administrative support for trustee recruitment, induction and training.
* Support Finance and Operations manager to maintain accurate Companies House and Charities Commission records.
* Support and maintain effective office filing systems.
* Identify areas for improvement and develop new processes and systems to improve efficiencies across the day to day working life of the Senior Leadership Team.
* Provide support for the admin and finance teams to cover staff absence and busy periods if needed.
* Perform any other duties relevant to the post, taking a flexible, team-based approach to the role.
* Ensure that HALEs policies and procedures are understood and adhered to

**Monitoring and Evaluation**

* Support with production of reports for monitoring and evaluation of HALE services.

1. **PERSONAL DEVELOPMENT**
* Actively participate in supervision with the HALE Chief Officer
* Actively participate in HALE Senior Management, Team Meetings, partner meetings as required
* Undertake a range of mandatory and role specific training to enhance your continued personal development.
1. **SPECIAL WORKING CONDITIONS**
* Travel around the Bradford District and when required to regional and national locations.
* Flexible, hybrid working opportunities with occasional working of early evenings and weekends.
1. **REHABILITATION OF OFFENDERS ACT 1994**

Because of the nature of the work, this post is exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders Act 1994 (Exceptions) Order 1995. Applicants for posts are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act and in the event of employment any failure to disclose such convictions could result in disciplinary action or dismissal by HALE. Any information given will be completely confidential and will be considered only in relation to an applicant of a position to which the order applies.

1. **JOB DESCRIPTION AGREEMENT**

Jobholder’s Signature:………………………………… Date:………………………

**SLT Executive Assistant Person Specification**

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| ATTRIBUTE | **ESSENTIAL CRITERIA** | **DESIRABLE CRITERIA** | **HOW IDENTIFIED** |
| **Qualifications** | * Educated to good level with qualifications / 5 or more GCSEs
 | * A level or equivalent qualifications
 | Application Form |
| **Specialist Knowledge/ Experience** | * At least 2 years’ experience of working in a complex administrative role in a demanding office environment
* Excellent IT skills in Word, Outlook and Excel.
 | * Experience of PA support
* Experience of working in the voluntary sector.
 | Application Form Interview / Presentation |
| **Circumstances / Personal** | * Ability to write reports
* Able to withstand pressures and prioritise competing demands
 |  | Application Form Interview |
| **Practical & Intellectual Skills** |  * Excellent written skills to include minute taking.
* The ability to communicate well with a range of people both inside and outside the organisation. Preparing letters and other documents.
* Excellent attention to detail and ability to accurately input data.
* Exceptional organisational skills including effective time management and multi-tasking.
* Ability to deal with sensitive information with professionalism and maintain confidentiality at all times.
* Communication, presentation and influencing skills
* Report writing
* Problem solving skills
* Computer literate including word processing
* Ability to work on own initiative
 | * Skilled in diary management.
* Understanding of governance and trustee boards
 | Application Form Interview |
| **Disposition, Attitude, Judgement** | * Willingness to actively participate in team meetings, development opportunities
* Have excellent communication skills – both oral and written
* Have a ‘can do’ approach to work
* Be flexible and enthusiastic
* Demonstrate commitment to equality and respect for diversity
* Adherence to all aspects of the Data Protection Act 1998 and HALE confidentiality policies

  |  | Application FormInterview |
| **Other** | * Willingness to undertake a basic Disclosure and Barring Service (DBS) check
* Ability to travel around the area in accordance with work requirements
* Flexible approach to working hours (including occasional evenings and weekends)
* Must be eligible to work in the UK
 |  | Application Form Interview |