

## Job Description

<b>Job Title:</b>	<b>Directorate Assistant</b>
<b>Reports to:</b>	<b>Chief Executive</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Head Office, Rotherham</b>
<b>Grade:</b>	<b>4</b>
<b>Salary:</b>	<b>Starting salary £34,415</b>
<b>Job type:</b>	<b>Permanent, full time 37.5 hours per week</b>

### Job Purpose

To support the CEO and directorate team undertaking a variety of tasks and responsibilities, alongside providing exceptional administrative support. This pivotal role includes managing a range of projects to progress organisational objectives, gathering, collating and analysing information and data, planning and scheduling meetings and events, organising and maintaining systems, files and records, and delivering high quality verbal and written communications. The role also provides administrative support for the charity's board of trustees and associated committees, alongside facilitating the health and safety function, maintaining systems and processes to secure compliance.

### Key Responsibilities

- Coordinate a range of projects, utilising project management tools to ensure tasks and milestones are achieved in a timely way and the overall objective of each project is achieved.
- Working closely with leadership to deliver on key projects and objectives which positively impact on the growth and efficiency of working practices of the charity.
- Support, research, develop, and implement specific projects, working closely with the CEO and directorate team to ensure completion to the agreed brief.
- Coordinate meetings and events including scheduling, logistics, collating and supporting materials such as reports, briefing notes, training materials or presentations.
- Supporting procurement through research, identifying suppliers and obtaining quotes.
- Produce reports, presentations and briefs, analysis of information and data, and feedback to directors on any suggested course of action required.
- Management of electronic and paper filing systems including establishing structure, access, policy, quality control and data protection.
- Work with policy owners to review and develop policies and processes across the organisation, co-ordinating review and consultation exercises.
- Providing high quality administration for the organisation's board of trustees including scheduling meetings, agenda management, minute taking, and action tracking.

- Support the administration of the organisation's health and safety management, co-ordinating risk assessments and ensuring compliance across office bases.
- Diary and calendar management: for the directorate team, and administration of all shared calendars including the organisations' corporate calendar.
- Take responsibility for individual learning and professional development, participating in local and national training and development opportunities
- Work in an efficient and flexible manner, leading by example to encourage effective team working, a positive office culture, offering support and co-operation to colleagues, and contributing to the wider functioning of the office.
- Initiate and participate in changing work practices, as agreed, and to encourage this in others, to ensure effective co-ordination of services and communications.
- To undertake any other duties as requested and reasonable to the post.

### **Qualifications, skills and experience**

#### **Essential**

- A proactive, professional and efficient approach with substantial experience of supporting a CEO, senior management team or senior board members (min. 3 years)
- Experience in managing multiple projects simultaneously with an understanding of project management approaches and tools and the ability to multi-task.
- Exceptional interpersonal and communication skills with confidence to undertake professional interaction with a wide range of contacts, both internal and external.
- Ability to adapt and respond to the different working practices of those supporting with the experience to anticipate the needs of different roles
- High level of IT proficiency across all Microsoft packages as a minimum
- Meticulous attention to detail and accuracy
- Experience of, and ability to handle sensitive information and data with a high level of discretion and professionalism
- Efficient in resolving challenges and identifying solutions whilst remaining calm and composed.
- Experience of data analysis and report writing
- Ability to be self-motivated, with excellent organisational and time management skills.
- Ability to resolve problems in a proactive, practical and positive manner, taking the initiative with a pragmatic 'hands on' approach to work
- A valid driving licence and access to a vehicle.
- Flexibility to travel across a wide geographic area with occasional overnight stays

#### **Desirable**

- Education to a degree level or equivalent
- Project management training or qualification
- Experience of working within the charity sector or in a social care environment
- Health and Safety knowledge/experience

*This job description reflects the major tasks to be carried out and identifies the level of responsibility at which the jobholder will be required to work. It does not include a definitive list of all tasks and responsibilities as these may change over time. This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.*