

## Job Description

<b>Job Title:</b>	<b>Senior Management Team Assistant (FTC)</b>
<b>Reports to:</b>	<b>North England Development Manager</b>
<b>Responsible for:</b>	<b>N/A</b>
<b>Location:</b>	<b>Head Office, Whiston, Rotherham</b>
<b>Grade:</b>	<b>5</b>
<b>Salary:</b>	<b>£19,349 per annum</b> (0.66FTE pro-rata £29,317)
<b>Job type:</b>	<b>Fixed Term Maternity Cover.</b> <b>25 hours per week</b> over a minimum of 4 days, to include Tuesday, Wednesday, and Friday (exact hours to be agreed with the candidate)

### Job Purpose

To support the senior management team, undertaking a range of tasks and responsibilities including gathering, collating and analysing information, arranging events, supporting marketing activity, project work, organising and maintaining files and records, planning and scheduling meetings and appointments, minute-taking and production and circulation of agenda papers.

### Key Responsibilities

- Support members of the Senior Management team with a wide range of administration duties.
- Scheduling and setting up internal and external meetings including agenda management, minute taking, action tracking and relevant communication.
- Logistical planning for meetings including arranging transport, accommodation, hospitality etc. for participants.
- Diary and calendar management: supporting the senior management team and administration of shared calendars.
- Assisting with the production of marketing materials, developing social media activity, assisting with promotional activity and writing engaging content for the in house and external communication channels.
- Management of electronic and paper filing systems including establishing structure, access, policy, quality control and data protection.
- Supporting procurement through research, identifying suppliers, obtaining quotes.

- General office duties as required such as greeting visitors, dealing with incoming and outgoing post, staffing the main telephone switchboard. and provision of back-up cover/holiday support to ensure the effective running of the office
- Produce reports, presentations and briefs, analysis of information and feedback to senior management team members as required.
- Co-ordinate projects, tracking progress and communicating with those on different project teams.
- Communicating revised documents, overseeing version control, co-ordinating compliance related record keeping and reporting
- Provide cover for the Directorate Assistant during any periods of absence, annual leave etc.
- Undertake additional tasks which may be reasonably required from time to time.

### **Skills/Qualifications/Experience**

#### **Essential:**

- Good level of education including evidence of ongoing professional development
- Excellent administrative skills including formatting of documents, minute taking, systematic approach to administrative duties.
- Experience of working with senior management in a supportive role.
- Experience of electronic diary management.
- Experience of facilitating new processes and ways of working within an organisation
- Exceptional interpersonal and communication skills to enable professional interaction with a wide range of contacts, both internal and external
- Ability to organise and plan own work.
- Excellent attention to detail, with the ability to maintain a high level of accuracy.
- A flexible approach to work including the ability to prioritise and re-prioritise.
- A proactive approach, ability to work on your own initiative, and be assertive in order to see tasks and projects through to completion
- Ability to deal with sensitive information with discretion and to maintain confidentiality.
- Excellent IT skills, including a working knowledge of presentation software packages, preferably Microsoft Office Word, Excel and PowerPoint
- Experience of data analysis and report writing
- A valid driving licence and access to a personal vehicle

#### **Desirable:**

- Experience of working in the charity / social care sector
- Project management experience

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work. This job description may subject to review and/ or amendment at any time to reflect the requirements of the job.*