



Executive Assistant to the CEO Job Description

Department: People and Performance

Reports to: Director of People and Performance

Salary: £30,900

Hours: 35 hours per week, Monday to Friday

Duration: Maternity Cover (1 year)

This role will consist of Executive Assistant support to the CEO and Office Management duties.

Responsibilities

This job description outlines the key accountabilities of, and output required from the post holder. It is not a definitive list and the role will change and evolve over time with the new team.

Key Accountabilities:

EXECUTIVE ASSISTANT:

- To proactively manage the CEO's time, ensuring regular catch-up meetings to review and update on diary commitments and key priorities both with internal and external contacts, exercising a high level of judgement on priorities.
- To organise travel, meetings and events for the CEO as required.
- To undertake proactive e-mail management, ensuring that urgent emails are promptly picked up, responded to and actioned as appropriate
- To ensure a high standard of administration and provide guidance as appropriate on the production of internal and external documents
- To identify areas where administration practices could be improved and proactively generate solutions and improved ways of working
- To understand the key roles, responsibilities and priorities of the CEO, proactively building strong relationships with each internal and external contact in order to provide a high level support service

BOARD DUTIES:

- To act as secretary to the CFG Board:
 - arranging meetings (including ensuring rooms are booked and refreshment needs addressed)
 - drafting and managing agendas,
 - formatting and producing board papers,
 - Writing minutes for board and committee meetings,

- providing other secretarial support to the Board's sub-committees.
- Managing Trustee Recruitment with guidance from the Nominations Committee
- Updating the Trustee Handbook and keeping the Google Drive up to date
- Maintain documentation for CFG and CFG Trading including proactively picking up governance issues

FACILITIES

- Office management: monitor stationery levels for the office and staff, maintain photocopiers, incoming mail, etc.
- Maintain the Disaster Recovery/Business Continuity plan
- To ensure CFG insurance is appropriate
- Health and safety/Fire Safety and the welfare of colleagues, members and visitors is ensured at all times.
- Preparing tenders for contractors (such as photocopier/franking machine)
- Calculating and comparing costs for required goods or services to achieve maximum value for money
- Overseeing security, maintenance, cleaning, catering, waste disposal and recycling
- Space management
 - planning for future development in line with strategic business objectives
 - planning best allocation and utilisation of space and resources for new buildings

ADDITIONAL RESPONSIBILITIES:

- To build relationships with the PA/EAs of the CEO's key external contacts will be important, and the holder of this role will be required to act as an ambassador for the CEO at all times
- Where required provide support to ensure are of an appropriately high standard, including proofreading the document, checking spelling, grammar, sense, amendments and presentation
- To become familiar with and use as necessary the CFG CRM and CMS database.
- To, at all times, work pro-actively to promote CFG's equal opportunities policies, both in respect of service delivery and employment issues;
- To cover for colleagues when necessary
- Other such duties as shall reasonably be required as part of the team developing the work of CFG.

MEASURABLE OUTPUTS:

- Balance in CEO's diary maintained to enable appropriate time management, travel and engagement with internal and external audiences.
- Board papers (including minutes and agendas) prepared and sent out to an agreed timetable.

- Priorities and urgent matters picked up and communicated to CEO continuously.
- Recognised as being professional and highly competent by external stakeholders, trustees and staff

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> ▪ Excellent standard of education including Maths and English GCSE or equivalent 	<ul style="list-style-type: none"> ▪ Audio typing
Experience	<ul style="list-style-type: none"> ▪ Experience of working as a PA ▪ Experience of working in an office manager/facilities type role ▪ Experience of Microsoft Office (Word, Excel, Outlook) 	<ul style="list-style-type: none"> ▪ Experience working as a PA for senior staff and Board members, supporting on a 1-2-1 basis ▪ Experience as a company secretary and managing governance issues
Skills/Abilities	<ul style="list-style-type: none"> ▪ Self-starter - innovative and uses own initiative ▪ Ability to work collaboratively and flexibly across a small staff team ▪ Excellent administrative skills ▪ Excellent command of English language both written and verbal ▪ Excellent minute taking skills ▪ Ability to prioritise and manage workload within often exacting timeframes ▪ Proven ability to grasp complex situations and work with ambiguity 	<ul style="list-style-type: none"> ▪ Willingness to represent CFG at outside events ▪ PowerPoint

Knowledge/ Understanding	<ul style="list-style-type: none">▪ Knowledge and an understanding of health and safety in context of office working, fire safety	<ul style="list-style-type: none">▪ Understanding of databases, finance systems, CSM and CMS systems▪ Holds a first aid certificate
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