**JOB DESCRIPTION**

**Post:**  Executive Assistant

**Responsible to:** Director of Finance & Corporate Services

**Location:** Edinburgh/Hybrid

**Salary**: £24,250 - £29,000 per annum

## Role Summary

This role will provide confidential, high quality administrative support, to the Director of Finance & Corporate Services in their work, with support also being provided to the Director of Fundraising Marketing & Communications and the Director of People & Culture. The post holder will work effectively as part of a wider administrative support team to provide continuity and consistent support across Children 1st.

## Corporate Responsibilities:

* Be committed and adhere to Children 1st vision and values.
* Comply with Children 1st Safeguarding policies and procedures.
* Comply with Children 1st Code of Conduct and any relevant professional standards relating to the role.
* Actively consider the involvement of children, young people and families with whom we work, in all areas of practice and to implement the Children 1st Participation Standards.
* Actively consider the involvement of volunteers in all areas of our work and to implement the Children 1st Volunteer Development Policy.
* Observe all health and safety requirements.
* Work within and promote policies in relation to Equity, Diversity and Inclusion and anti-discriminatory practices.
* Undertake any other reasonably required duties as instructed by line manager or someone acting on their behalf, in addition to the role specific responsibilities detailed below.

## Equity, Diversity and Inclusion

At Children 1st, we are committed to building a representative, inclusive and authentic workplace open to applications from all sections of society. We believe in the potential of everyone regardless of; sex, race, religion or belief, ethnic origin, ability, family structure, socio-economic background, age, nationality, marital status or civil partnership, sexual orientation, gender identity, or any other aspect that makes you who you are.

We envision a diverse and inclusive Children 1st where we cultivate a true sense of belonging and connection for and between our teams, children, young people, families, and communities we work with.

Further to that, as part of our vision to be an Anti-Racist organisation, we are committed to conscious inclusion to build increasingly diverse teams and psychologically safe work environments.

## Overview

* Deliver comprehensive, confidential high quality administrative support to the Director of Finance & Corporate Services, the Director of Fundraising, Marketing & Communications and the Director of People & Culture in all aspects of their work.
* Work effectively as part of the wider administration team consisting of Executive Assistants and Admin Support Managers to provide continuity and consistent support for Senior Management when required.
* Collaborate on a regular basis with the Director of Finance & Corporate Services, the Director of Fundraising, Marketing & Communications and the Director of People & Culture keeping them well informed of and prepared for upcoming commitments and responsibilities and following up appropriately.
* Communicate effectively with the Director of Finance & Corporate Services, the Director of Fundraising, Marketing & Communications and the Director of People & Culture and prioritise and manage workload accordingly.
* Act as an ambassador for the Director of Finance & Corporate Services, the Director of Fundraising, Marketing & Communications and the Director of People & Culture more widely in all matters.

## Key Results Areas

* Function as a first point of contact for the Directors.
* Provide a comprehensive high quality administrative and diary management function (if required) for each of the Directors including:
* Effective and extensive diary management
* Prioritising conflicting needs; handling matters expeditiously, proactively, and following through on projects to successful completion considering any deadline pressures.
* Where necessary communicate directly on behalf of the Directors with internal and external key stakeholders, with discretion.
* Arranging internal and external meetings, making sure that diary dates are booked for attendees and ensuring that event rooms, IT, and refreshments are organised.
* Effective minute taking for a range of meetings for directorates, committees and the Board as and when necessary.
* Ensure all incoming communication is dealt with appropriately.
* Ensure outgoing communication is carried out as directed including drafting letters and replies.
* Assess priorities/urgencies for the attention of the relevant Director, delegate to appropriate staff if applicable and keep the relevant Director informed of progress.
* Maintain and develop confidential and electronic/paper recording and filing systems.
* Maintain knowledge about the work and activities of the Directors, their corporate division teams and the organisation, proactively seeking information to facilitate in role.
* Support business as usual work programmes.
* Request and collates data/information and responses, help prepare presentations and reports on behalf of the Directors and their teams e.g., reporting, business planning activities.
* Provide general administration support such as invoice processing, recording and monitoring systems, events, divisional/organisational activities.
* Undertake directed research, analysis and project work as applicable to support the activities of the Directors and wider team e.g., strategic activities.
* Provide and/or co-ordinate administrative support and relief cover for the Corporate Administration Coordinator, Chief Executive’s Executive Assistant or the Executive Assistants as required to ensure continuity of support for senior management.
* Participate regional and organisational administrative development groups - Administrative Development Group (ADG) and Regional Administrative Network (RAN).

## Person Specification

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| Need to Have | Need to Show | Need to Know | Need to Be | Core Values |
| * Qualified to SCQF Level 7 or equivalent in Business or Administration or significant proven administrative experience * Experience of electronic and paper-based records/file management * Awareness of and interest in the work of Children 1st * Excellent ICT skills (MS 365 applications) | * Well developed planning and organisational skills * Ability to work to deadlines while managing a wide and varied workload using strong organisational skills * Ability to assimilate information and recognise the importance of attention to detail * Excellent administrative skills * Efficient and accurate typing and word processing skills * Developed communication and interpersonal skills * Ability to seek out and analyse information | * Minute-taking * Ability to link between pieces of work/requests and make relevant connections * Ability to use own initiative with sound judgement and decision-making ability * Effective team working * Ability to adopt a flexible approach in response to new challenges * Proven ability to maintain confidentiality and discretion * Experience of supporting the management of budgets | * Flexible in approach to work * Committed to and understand the principles of participation * Understanding of the confidential nature of the job * Engaging and respectful * Committed to Children 1st approach and the relational nature of our work. * Confident and able to form effective and credible relationships with all levels of staff | Our core values guide how each one of us works in our individual day to day job:  **Respect**  Treating everyone with respect and fairness  **Integrity**  Being responsible and accountable  **Participation**  Involving others in our work  **Excellence**  Striving for the highest possible standards |