



## Executive Assistant to CEO

Hours:	18 hours per week (flexible but to include either Thursday and/or Friday with occasional evening and weekend work including Monday evening board meetings 8-10 times per annum)
Contract:	Permanent
Salary:	£22,500 p.a. pro-rata, plus 5% pension contribution
Annual Leave:	25 days per year pro rata (increasing by one day per year until you reach a maximum of 30)
Location:	64 Altenburg Gardens, London, SW11 1JL (flexible location considered.)
Closing date:	13 <sup>th</sup> August 2021
Reporting to:	Chief Executive Officer

### About us

At Share, we're passionate about supporting disabled people to set their own goals for learning and life, and helping them to achieve their aspirations. Most of our students are people with learning disabilities and/or autism. We offer them training, employment, personal development, and leisure opportunities. We help disabled people to be more independent, have better health and wellbeing, move towards employment, and enjoy the same access to leisure opportunities as everyone else.

We are accredited by the National Autistic Society, and this year we achieved Investors in People – Gold. We celebrate diversity and we value kindness and care for others alongside working to very high professional standards.

### The role

You will join Share as a proactive and organised Executive Assistant to support Share's CEO by managing her time, diary and priorities. You will be in contact with internal and external stakeholders, including funders, donors, and partner organisations, providing a high level of support. You will assist with briefing materials, timetabling and preparing fundraising reports, developing robust admin systems, preparing presentations for internal and external meetings and various other tasks. You will support the CEO's work with the Board of Trustees, including taking minutes at meetings. You will ensure the smooth day-to-day management of the CEO's office and that all matters are dealt with in a professional, efficient, and sensitive manner.

### Who we are looking for

You'll have a good amount of secretarial or PA experience with a keen eye for best administrative practice. You will have strong ICT skills and be proficient in the MS Office suite. You will have the confidence to deal tactfully and in a friendly manner with a wide variety of people at all levels within Share and with external organisations. You'll have a strong commitment to the inclusion of disabled people in all aspects of life. You'll need to be someone who likes to keep busy, leads by example, and is able use initiative to problem solve and think quickly.

### Main Responsibilities

- To provide high-level and comprehensive executive support to the CEO, including secretarial and administrative support.

- To provide calendar management and efficient coordination of meetings and other appointments on behalf of the CEO.
- To manage the CEO's email inbox and correspondence, replying and liaising with members of staff, trustees, and external contacts. In particular, to monitor and manage correspondence in the CEO's absence.
- To prepare correspondence, memos, documents and papers, ensuring that all relevant meetings run smoothly and papers are prepared and sent to stakeholders in a timely and precise fashion.
- To develop a funding reporting calendar for the year, liaising with CEO, Chief Finance and Operating Officer, and freelance fundraiser.
- To organise fundraising correspondence, preparing upcoming reports and responding to incoming offers, coordinating the signing of grant documents, and liaising with funders and individual donors where required.
- To liaise with project managers to ensure that funding reports are prepared within required time limits.
- To collate packs of reports and other information to send to funders
- To follow-up on any action points resulting from meetings on behalf of the CEO and to schedule tasks she needs to complete.
- To analyse performance data and prepare reports for projects and funding grants, exercising sound personal judgement and abiding by the reporting deadlines.
- To liaise and correspond with Share Board members in the preparation of board and committee meetings, drafting and sending relevant papers, administering calendar entries and invites, taking and circulating minutes for board sessions.
- To undertake any training that may be required in order to fulfil the role as effectively as possible including courses to update knowledge in best practice in autism and Safeguarding of Vulnerable Adults.
- To attend and take part in Share staff meetings, supervisions, organisational events and external events as required.
- To undertake any other tasks as may reasonably be required.

### **Person Specification**

#### **Essential experience**

1. Experience with high level administration and planning of meetings, events, briefings, and other appointments.
2. Experience of report writing.
3. Experience of having a busy and varied workload and achieving given deadlines.

#### **Essential Skills and knowledge**

1. Excellent administration, organisational and time management skills.

2. Strong ICT skills and full competence in use of the Microsoft Office suite (in particular Outlook, Excel and Word), mobile technology and databases.
3. Good literacy and numeracy skills, with the ability to produce clear, well-presented, concise reports and papers.
4. Strong communication skills, with the ability to draft business correspondence destined to a wide range of people.

### Essential Personal Qualities

1. High levels of organisation, with the ability to organise others.
2. High standards of professionalism including a diplomatic approach.
3. Attention to detail and the ability to present information clearly to multiple stakeholders.
4. A team-player who enjoys working alongside others to achieve goals.
5. A kind, patient and friendly approach to others, regardless of their role.
6. Commitment to diversity and inclusion in life and the workplace.
7. Reliability, resilience and the ability to multi-task under pressure, responding quickly to changing situations
8. The ability to use initiative and solve problems creatively, explore options and manage stressful situations whilst remaining calm.

### Desirable

1. Experience as a PA/EA to a CEO or senior manager
2. Past experience within the social services or charity/voluntary sector

### How to apply:

We positively welcome applications from all parts of the community and from people with diverse cultural backgrounds and lived experience. Please complete our application form and equal opportunities form which can be downloaded here

<https://www.sharecommunity.org.uk/jobs/executive-assistant-CEO-0>. Please return both by **Friday 13<sup>th</sup> August 2021 at 4pm** to [hradmin@sharecommunity.org.uk](mailto:hradmin@sharecommunity.org.uk).

If you would like to have chat about the role or visit us prior to applying, please contact Valentino Ferro on [valentinof@sharecommunity.org.uk](mailto:valentinof@sharecommunity.org.uk) or on 0207 801 9829.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone.

**This job is subject to two satisfactory references, evidence of qualifications, an enhanced DBS check and providing evidence of right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please call Valentino on 0207 801 9829.**

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We are very much looking forward to receiving your application.

