

EXECUTIVE ASSISTANT TO CEO

Job Description

Responsible to: Chief Executive Officer (CEO)

Weekly Hours: 28 hrs flexible over 4 or 5 days

Annual Salary: £25,000 to £30,000 plus 5% pension contribution, based on experience

Work Location: Merton Connected Office in Vestry Hall, Mitcham with flexible working from home when required. Merton Connected is the trading name of MVSC.

Job Purpose

- Support the CEO on strategic initiatives. Help to develop and report on strategic objectives of Merton Connected
- Manage the administration (agenda, papers, reports, minutes, actions) of meetings (e.g. Board, sub-committees, partner meetings/forums, staff meetings and AGM) for the CEO
- Manage and report on areas such as staff and trustee training and development, absence, sickness, DBS checks and annual leave
- Maintain the currency of all policies and procedures and a programme of Trustee Board review and sign-off
- Support the CEO in providing articles and thought leadership through communication channels, including social media, to support sector organisations
- Maintain and collate documentation to support the CEO to maintain and achieve quality marks and acquire new funding for the organisation
- Manage staff recruitment procedures, including advertising roles, interview preparation and appointing and inducting new staff in conjunction with Senior Managers
- Manage procedures for the recruitment, induction and ongoing development of Trustees

General Responsibilities

- Attending meetings as required, including on behalf of the CEO on occasion
- Keeping abreast of IT and system developments and updating personal skills as required
- Continue self-development attending training courses, meetings and other occasional duties inside and outside normal working hours
- To undertake any other duties that may from time to time be reasonably required that is within the competence of the post holder that will assist with the smooth running of the organisation.

Person Specification

Qualifications/Experience

Essential

- Evidence of strong organisational skills from a similar role(s)
- Ability to manage a full and confidential workload and meet pressing deadlines
- Ability to represent the CEO and communicate professionally within the organisation and with external partners and the voluntary sector in Merton
- First class written communication skills and skilled use of Office 365, other packages such as excel, sharepoint and the Merton Connected database
- Experience of developing and maintaining appropriate administrative systems
- Confident in working across the diverse wider team, including progressing initiatives and problem solving on behalf of the CEO

Desirable

Experience of:

- Working directly with Boards and Senior Management teams
- Working in, or with direct knowledge of, the voluntary sector
- Managing projects, initiatives and contracts

Skills and Abilities

Ability to:

- Organise and prioritise own work as well as the wider team's, to ensure deadlines are met
- Work on own initiative and as part of a small team
- Communicate effectively with colleagues, Trustees, key stakeholders, voluntary sector partners
- Identify process and system improvement opportunities to enhance the performance and success of Merton Connected with limited resources

Note

This Job Description and Person specification is not an exhaustive document and is a reflection of the current position. Details in due course may change in consultation with the appointee.