

EA to the CEO and Facilities Coordinator 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)

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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