



Executive Assistant to the Chief Executive

Due to recent growth of Action Foundation an opportunity has arisen for an experienced Executive Assistant to provide the Chief Executive with secretarial and administrative support. The role will also work with a growing team at the head office in Newcastle to ensure good co-ordination and planning for internal and external communications, meetings and events to support the services provided by the charity.

It is an exciting time to join Action Foundation as we seek to extend our reach, develop our effectiveness, build our sustainability and increase our influence over the next four years. We aim to ensure that no asylum seeker or refugee becomes destitute in the North East and free English Language classes are available to all migrants.

The successful candidate will demonstrate their experience in providing EA support at a senior level, be an excellent team player as well as equally able to work alone. They will have excellent organisational and communication skills and ideally experience of working within the voluntary sector with a wide variety of stakeholders. The successful candidate will support the ethos and values of Action Foundation (<https://actionfoundation.org.uk/ethos/>)

A full Job Description and application form can be found below.

For further information about the project and charity go to www.actionfoundation.org.uk

Application deadline is 9am Monday 18th February 2019

Completed applications to be sent to nikkimccann@actionfoundation.org.uk

or posted to; Nikki McCann
Action Foundation
The CastleGate
Melbourne Street
Newcastle upon Tyne
NE1 2JQ

Interviews to be held on Wednesday 27th February 2019

Action Foundation is a Charitable Company registered with the Charity Commission – Charity no. 1132051

Job Description

Job Title:	Executive Assistant to the Chief Executive
Job Purpose:	To provide full secretarial and administrative support to the Chief Executive.
Time Commitment:	35 Hours per week - although would consider part-time working a minimum of 5 hours per day Monday – Friday.
Salary Scale:	£19,849 to £24,122 per annum (Band 5) – dependant on experience and suitability – plus 6% pension contribution
Contract:	Permanent subject to passing a 6-month probation
Organisational Context:	Action Foundation is a charity that provides opportunities for marginalised people to overcome their exclusion, isolation and poverty. This is expressed by providing accommodation and support for new refugees at risk of homelessness (Action Letting), people who are destitute and have failed in their asylum claim (Action Housing/Hosting/Access) as well as community English/ESOL classes (Action Language) for any migrant unable to access mainstream English classes. This post is based in the Newcastle office which provides financial and administrative support to the projects it operates in Newcastle, Gateshead and Sunderland as well as providing support to other charities delivering English classes across the North East.

Duties & Responsibilities:

- To provide full secretarial and administrative support to the Chief Executive, including production of correspondence and reports, proof reading and formatting documents, diary management and coordinating meetings.
- To take minutes for all meetings with the Chief Executive including all Board, Sub Committees as well as other internal and external meetings as required.
- Organise travel schedules for Chief Executive; involving meeting logistics with other organisations, organising travel and accommodation.
- Assist the Chief Executive and Communications and Events Co-ordinator with communications internal and external.
- Dealing with incoming email/post, corresponding on behalf of the Chief Executive
- Meeting and greeting visitors to the office as appropriate
- Carrying out research and producing briefings as required
- Help to update and manage the organisations database.
- Working with the CEO and Communication and Events Co-ordinator you will help to organise events such as the annual Christmas celebration lunch, staff away days, fundraising events etc.
- Be able to represent the organisational ethos to supporters and stakeholders as required through day to day work.
- To provide administrative and secretarial support to other senior staff as appropriate
- Any other tasks to support the Chief Executive as required

Personal Specification/Key Competencies:

Experience:

- A minimum of 3 years' experience as an Executive Assistant or similar (Essential)
- Minute taking and transcribing experience (Essential)
- Experience of working within the charity sector (Desirable)

Skills, Knowledge & Aptitude:

- Excellent written communication skills and literacy to a level required to draft correspondence, produce minutes and summarise researched information (Essential)
- Excellent interpersonal skills with an ability to relate appropriately to a wide variety of people (Essential)
- Attention to detail and have a methodical approach (Essential)
- Proficient at all Microsoft Office packages (Essential)
- Strong time management skills and ability to manage and prioritise own workload and highlight priority areas to the Chief Executive (Essential)
- Strong organisational and information management skills (Essential)
- An ability to work independently and as part of a team (Essential)
- Absolute integrity with a clear understanding of the need for confidentiality and discretion (Essential)
- Willingness to undertake relevant training as required (Essential)
- A friendly and approachable manner, presenting a professional image (Essential)

Other

- Supportive of the ethos and values of the organisation (Essential)
- A desire to support people seeking asylum, refugees, and other migrants (Essential)
- A full driving licence and access to own transport (Desirable)

Confidentiality:

Any information acquired in the course of duty must be treated in strictest confidence and discussed only within the confines of the work setting with the appropriate members of staff.

Note:

- This job description is not exhaustive, and amendments and additions may be required in line with future organisational changes
- This post would require the taking up of two references
- Action Foundation is an Equal Opportunity employer and we welcome applications from all sectors of the community