**Executive Assistant to the CEO**

**JOB DESCRIPTION**

Salary: £35,000-£40,000 per annum pro rata, dependent on experience

Hours: 21 hours per week, 9am-4.30pm, Tuesday to Thursday

Contract: Permanent

Location: Office-based role at 549 Old York Road & 52 East Hill, Wandsworth

Responsible to: Chief Executive Officer (CEO)

**Context:** Age UK Wandsworth is a local, independent charity that works to promote the wellbeing of all older people in the London Borough of Wandsworth. This is a new role in our staff team that has been created to support our CEO during an exciting transition period where the organisation is growing and developing new services to help older people. This role will suit an experienced, efficient and conscientious administrative professional who wants to work with a small team who are kind, fun, positive, creative and passionate about making a difference to the lives of older people in Wandsworth.

### Specific responsibilities:

* Provide high-quality administrative support to the CEO to help her fulfil strategic objectives and operational responsibilities
* Manage the administration (diary, agenda, papers, minutes, actions) of meetings (e.g. Board, sub-committees, staff meetings, funder meetings) for the CEO
* Manage systems to monitor areas such as staff/trustee training, absence, sickness, DBS checks, annual leave, and any others required
* Conduct research for projects undertaken by the CEO and prepare appropriate documents, e.g. research papers, spreadsheets, brochures, leaflets
* Research and update policies and procedures in preparation for Board meetings
* Support the CEO with her social media and blog posts
* Help the CEO to manage her diary and arrange meetings with stakeholders
* Deal with all incoming and outgoing post for the CEO
* Support the CEO and Executive Team to organise events, e.g. the AGM, socials, fundraising activities
* Help the CEO and Director of Operations and Quality with recruitment procedures, such as advertising roles, preparing for interviews and appointing and inducting new staff
* Update and collate documentation to support the CEO and Executive Team to complete audits, achieve quality marks and acquire new funding for the organisation

**Other duties:**

* Attend organisational meetings, professional development courses and any on-going training
* Work within all AUKW policies and procedures
* Carry out such other duties as may be required that are consistent with the duties and responsibilities of the post
* Travel to meetings within the Borough and in London may be necessary on occasion. Please note the CEO splits her time between the Old York Road office and the day centre on East Hill and the successful candidate will need to do the same in some weeks.

The list above is not exhaustive and the job description will likely be subject to change as the CEO’s priorities and workload change.

**PERSON SPECIFICATION**

**Essential**

* Exceptional organisation skills and meticulous attention to detail with the ability to develop and maintain appropriate administrative systems
* Ability to calmly and flexibly manage a full, varied and confidential workload and use initiative to meet deadlines with an energetic CEO in a very busy environment
* Skills to communicate in an effective, professional and courteous manner with a diverse range of people (including adapting to the needs of clients with dementia)
* Ability to confidently represent the CEO and communicate professionally on her behalf within the organisation and with external stakeholders
* Excellent written communication skills, with a keen eye for spelling, punctuation and grammar and able to edit work thoroughly before it reaches the CEO
* Skilled use of 365 and Microsoft Office packages and the confidence and ability to learn how to use our new database
* Ability to work with sensitive information and maintain confidentiality
* Excellent research skills and the ability to collate information and present it in an appropriate format
* Ability to think creatively to problem-solve and complete tasks for the CEO

* Ability to work independently and as part of our small, dynamic team
* Experience of working with senior or executive leaders in an organisation

**Desirable**

* Experience of working with older people, people with dementia and people with disabilities
* Experience of working in or knowledge of the voluntary sector