

## Job Description

### HR & Governance Executive Assistant

**Responsible to:** Director of People

**Brief overview of the role:** This role will play a crucial role in supporting the People and governance functions of the charity. The role involves handling administrative tasks, particularly focusing on recruitment and selection, as well as providing comprehensive governance support to the CEO, Executive Leadership Team (ELT) and Board of Trustees.

#### Key Responsibilities:

##### *HR & Volunteering:*

- Help support the end-to-end recruitment process, including managing the recruitment inbox, processing vacancy requests and posting job adverts.
- To ensure DBS and reference checks are carried out in a timely manner for all new staff/volunteers and to undertake DBS renewals.
- Maintain and update employee and volunteer records, ensuring all databases are accurate.
- Assist in the onboarding process for new joiners, preparing induction materials and organising induction sessions as required.
- Monitor probation completions and follow up with relevant correspondence.
- To maintain the relevant staff process checklists as required.
- Support the People team in the implementation of relevant HR and Volunteering policies and procedures as required.
- Deal effectively with general HR and volunteering inquiries and provide support to employees on HR-related matters as required.

##### *Governance Support:*

- Provide proactive, efficient and reliable administrative support to the CEO and Board including with the production of agenda, action trackers, agreed notes and minutes for meetings as required.
- Assist with surveys, mailing and communications to members in preparation for AGMs and any Board requirements.
- Organise and schedule Board and committee meetings, including booking venues, arranging catering and managing logistics.
- To ensure data and administrative processes are adhered to in line with AUKWSBH policies and General Data Protection regulations.
- To regularly and accurately update Charity Log and other databases to provide statistical and monitoring information as required.
- Ensure compliance with regulatory requirements and support governance best practices.

### General Administrative Support:

- Support the CEO to manage their calendar, including scheduling appointments, meetings, and travel arrangements (if required).
- Handle confidential information and maintain the highest level of discretion and professionalism.
- Provide administrative support for special projects as required.
- Assist in the preparation of reports, presentations, and other documents.

### Other

- To attend relevant and mandatory training.
- Monitor hazards and risks and adhere to all organisational policies and processes including but not restricted to: Health & Safety, HR, Information Governance, Confidentiality, Data Protection and reputational risk.
- To adhere to all health and safety and legal requirements in line with AUKWSBH policies and procedures including monitoring and taking appropriate, prompt action to ensure compliance.
- To help deliver the objectives as set out in the organisational strategic plan.
- To undertake any other duties appropriate within the role as may be reasonably required by AUKWSBH.

**Key contacts and relationships:** **Internal** - Executive Leadership Team (ELT), Senior Leadership Team (SLT), Board members and AUKWSBH staff **External** - Relevant stakeholders, partners and potential new staff/volunteers.

### Equality, diversity and inclusion

Age UK West Sussex Brighton and Hove is committed to anti-discriminatory and inclusive policies and practices. It is essential that the post holder makes a genuine positive contribution to their promotion and implementation.

### Scope of job description

This job description reflects the immediate requirements and responsibilities of the post. It is not an exhaustive list of the duties but gives a general indication of work undertaken which may vary in the light of changing demands and priorities. Substantial changes will be carried out in consultation with the postholder.

### Person Specification – HR & Governance Executive Assistant

Experience	Essential	Desirable
Proven experience in successfully undertaking an administrative role, preferably within a recruitment/HR team and/or the charity sector	✓	
Proven ability to handle sensitive and confidential information with integrity	✓	
Experience of successfully completing multiple tasks by managing own workload	✓	
Experience of problem solving and escalating where appropriate	✓	
Good experience of working effectively with people at all different levels of an organisation both internally and externally	✓	

Experience in providing administrative support to managers ideally at senior leadership and Board level to support good governance	✓	
<b>Knowledge/qualifications</b>		
An understanding of, and interest in older people, their situations and the opportunities they may want and/or need	✓	
Awareness and understanding of good HR practice	✓	
CIPD Level 3		✓
<b>Skills</b>		
Excellent written and verbal communication skills with ability to interact effectively and build positive relationships at all levels internally and externally	✓	
Highly organised with ability to prioritise workload, meet tight deadlines and use own initiative	✓	
High level of accuracy and attention to detail	✓	
Tactful and discrete when dealing with people and confidential information	✓	
Good level of computer literacy with the ability to use digital content management systems such as SharePoint, workforce systems and websites	✓	
A 'can do' positive and professional attitude that can flex and adapt to change and challenges	✓	
<b>Other requirements</b>	✓	
Commitment to AUKWSBH's vision, mission and values	✓	
Excellent team working ethos	✓	
Ability to travel on occasion to different locations including other AUKWSBH sites	✓	
Understanding of and adherence to organisational Code of Conduct, supporting positive change across the charity	✓	
A commitment to sustainability to help deliver effective and focused services that also minimise environmental impact	✓	