

Role Description

Job Title: Administrative Assistant / Age Alliance Assistant

Location: Cardiff / Home

Contractual Status of Role: 21 hours per week

Job Title of Line Manager: National Partnerships Manager

Job Purpose

To provide practical and administrative support and event planning to Age Cymru and Age Alliance Wales.

Main Duties and Responsibilities

1. To provide administrative support for Age Alliance Wales and other associated projects.
2. To provide practical and administrative support for external meetings including preparing necessary papers and minute taking.
3. To provide practical support for identified committees or groups including the provision of information and/ or briefings to facilitate the smooth working practices of those committees or groups.
4. To arrange and deliver conferences, workshops, seminars and any other events delivered in line with the operational plan.
5. To maintain the Age Alliance Wales filing system, contributing to reporting schedules and reports as requested.
6. To deal with Age Alliance Wales correspondence, including drafting of letters, e-mails and other communications.
7. To maintain relevant databases.
8. To create, maintain and update entries on relevant websites.

Person Specification

	Essential	Desirable
Experience		
The ability to demonstrate experience of:		
• Administrative duties in an office environment.	x	
• Organising and arranging internal and external meetings and events	x	
• Servicing committee meetings (eg taking minutes, organising venues, etc).	x	
• Updating and maintaining information and records, manually and electronically.	x	

	Essential	Desirable
Skills and Abilities		
• Excellent written and verbal communication skills.	x	
• Ability to oversee organisation of work from plan to execution.	x	
• A confident and positive approach to handling interaction with others by using a full range of interpersonal skills (eg tact, diplomacy, negotiation, influencing, assertiveness).	x	
• High level administration and co-ordination skills.	x	
• Ability to work flexibly and pro-actively on own initiative and also as part of a team.	x	
• Ability to speak Welsh.		x

	Essential	Desirable
Knowledge		
• Working knowledge of Microsoft Office packages.	x	

	Essential	Desirable
Qualifications/Training		
<ul style="list-style-type: none"> Business and/or secretarial qualification or equivalent experience. 	x	

Additional Circumstances:

The role holder will be required to provide a car for business use and to travel throughout Wales with occasional wider UK travel and work some unsocial hours. These requirements will be planned in advance.

This role description is not intended to be exhaustive in every respect, but rather to define the fundamental purpose and responsibilities for the role. Therefore, this role does not define any individual role holder.

In addition to the contents of this role description, employees are expected to undertake any and all other reasonable and related tasks allocated by line management.

SIGNED FOR AND ON BEHALF OF AGE CYMRU	Signature: Name: Title: Date:
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SIGNED BY ROLE HOLDER	Signature: Name: Date:
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31 August 2021