Versus Arthritis

Job description

Job title: Executive Assistant

Reports to: Senior Executive Administration Manager

Strong dotted line to Director of Finance and Corporate Resources and Director of Income and Engagement

Department: The Chief Executive’s Office

Directorate: The Chief Executive’s Office

Our vision

A future free from arthritis.

Our mission

We won’t rest until everyone with arthritis has access to the treatments and support they need to live the life they choose with real hope of a cure in the future.

To deliver our mission we invest in world class research, deliver high quality services and campaign on the issues that matter most to people with arthritis. We have developed an ambitious five-year strategy, complimented by our research strategy to help us achieve our vision and mission.

**Our values**

We are United, Compassionate, Inclusive and Brave in all that we do.

**The Chief Executive’s Office (CEO)**

The Chief Executive’s Office supports the work of the Chief Executive Officer in leading the charity efficiently and effectively, as well as working with trustees, the Senior Leadership team (SLT), staff and volunteers from across the charity. It also leads the charity’s UK Advocacy and Health Intelligence activity.

Job purpose

The postholder will be part of a small central administration team which will work closely with the Senior Leadership team under the direction of the Senior Executive Administration Manager and part of a department led by the charity’s General Counsel and Company Secretary, who leads on legal, governance and assurance. The team are part of the Chief Executive’s office.

The postholder will provide excellent executive support to the Director of Finance and Corporate Resources and Director of Income and Engagement

and support them to deliver their roles effectively.

The postholder will also be expected to work collegiately and flexibly to ensure the administrative needs of the Senior Leadership team are covered using resources most effectively to increase efficiency and avoid duplication of effort, including to cover any team absences.

Main duties

* Deliver excellent executive assistant support to the Director of Finance and Corporate Resources (FCR) and Director of Income and Engagement (I&E) to include:
* Diary and inbox management.
* Organising travel and meeting logistics.
* Ensuring the director is well briefed and prepared for meetings – liaising with relevant colleagues to get briefings in advance.
* Act as a gatekeeper, whenever necessary, managing external and internal stakeholder expectations with regards to availability, strategic priority and the needs of the business and, at all times, maintain a professional persona, thus protecting and enhancing the reputation of Versus Arthritis.
* Draft responses to correspondence, liaising with relevant colleagues to obtain and quality assure content, recording responses on appropriate systems, where necessary, and following up on actions to ensure completion.
* Support the directors to manage their budgets as required.
* Prepare a bring forward file to ensure things are dealt with in a timely manner.
* Undertake pieces of project work as required by the directors, that are in line with skills and experience.
* Complete expenses claims.
* Raise purchase orders and invoices for work as directed by the directors and liaise with the finance and procurement teams over invoices and contracts that require a director’s signature, ensuring they are briefed in advance.
* Liaise with the finance team to process invoices or purchase orders.
* Support the director with recruitment and induction of new starters within their directorate they are leading on, working closely with the People and Culture Directorate.
* Support the director with any procurement they are leading on liaising with the procurement team.
* Maintain strict confidentiality on any sensitive issues.
* Support the directors to convene directorate senior management teams including:
* Organising meetings and away days (including room bookings and catering if required), drafting agendas, taking notes and action points and ensuring papers and updates are received on time.
* Organising directorate away days.
* Drafting agendas and supporting the director to develop a 12 month forward look that links into SLT and trustee board calendars – working closely with the administration team to ensure consistency and information sharing.
* Work closely with the Governance Manager, to plan, organise, attend and take minutes at three board committees: Finance Committee, Risk and Audit Committee and Marketing and Communications Committee.
* Support the organisation of all staff away days and any other meetings as directed by the Senior Executive Administration Manager alongside other team members.
* Develop a comprehensive understanding of the work of Versus Arthritis and the environment in which it operates.
* Establish and develop excellent working relationships across the organisation, and with key external stakeholders.
* Embrace, embed and deliver the organisational values, commitments, and culture throughout all activity.
* Ensure all designated training is completed and all activity is delivered in line with organisational policy and practice.
* Embrace a safeguarding culture where everyone has responsibility for the safeguarding and wellbeing of vulnerable adults and children.
* Undertake any other duties as appropriate to the role and organisational requirements.

Key stakeholders and relationships (internal/external)

* Senior Executive Administration Manager.
* Director of Finance and Corporate Resources.
* Director of Income and Engagement.
* General Counsel and Company Secretary.
* Executive Administration team.
* Directorate Senior Management teams.

End of job description. Person specification on following page.

Versus Arthritis

Person specification

Experience and knowledge

* Significant successful experience of providing executive support to a senior leader in a fast-paced organisation.
* Significant experience of taking minutes and action points.
* Significant experience of working with senior stakeholders from within and outside and organisation.
* Experience of working within a complex fast paced environment.

Skills

* Ability to work collaboratively and diplomatically with proven relationship building and stakeholder management skills at a variety of levels.
* Excellent written and verbal communication skills and the ability to work with people at all levels.
* Ability to distil meeting discussions into succinct notes of the key discussion points, decisions and actions, and points for onward communication.
* Excellent time management and organisational skills, with the ability to operate autonomously and as part of a team.
* Strong Microsoft Office 365 skills with experience of using Outlook, Word, PowerPoint and Excel.
* Ability to maintain confidentiality and handle sensitive matters diplomatically and discreetly and to manage boundaries successfully.
* A proactive and conscientious approach with good attention to detail and the ability to manage own workload working towards delivery of plans and excellent conflict resolution.
* Ability to handle a range of tasks, including processing information from a wide range of sources, and managing changing and competing priorities.
* A continuous improvement approach to work, always seeking to enhance efficiency and customer experience for colleagues and for people with arthritis.

Criminal Record Check

Versus Arthritis is committed to keeping children, young people and vulnerable adults safe from harm. We will undertake safer recruitment practices and relevant checks applicable for the role.

This role DOES NOT require a Criminal Record check.

End of person specification.