

**JOB DESCRIPTION – Senior Administration
Officer to Chief Executive Officer**

Department:	Corporate	Accountable to:	Lead Corporate Governance & Compliance Officer
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Purpose of the Post:

To provide a daily, strictly private and confidential personal assistant role to the Chief Executive Officer of Autism East Midlands. To manage their workload and assist them in tasks on hand. To provide daily management of the corporate support administrative team.

Duties and Responsibilities:

1. To provide a comprehensive administration service to the Chief Executive across the range of their work.
2. To maintain and organise the Chief Executive's diary, filing system and all other relevant areas as necessary.
3. To support the Chief Executive in their projects, proposals, bids, etc. through research, consultation, team management
4. To draft spreadsheets, articles, briefings, and project proposals as requested by the Chief Executive
5. To professionally represent the organisation at events as directed
6. To facilitate meetings, schedule debriefing meetings so follow up action can be implemented.
7. To co-ordinate and facilitate Senior Management Team meetings, Board meetings (including sub committee meetings) and School Governors Meetings.
8. To respond to Board member and other stakeholder queries in a timely and professional manner, both orally and in writing.
9. To compile Board papers and ensure they are circulated in a timely manner for meetings. To circulate reports, minutes and agendas for Board and Sub-committee meetings. To liaise with the Chairman and other Board Members on various matters as required.
10. To maintain records for the members of Board of Trustees.
11. To maintain the Chief Executive's complaints and concerns file and ensure all complaints are responded to within target timescales.

12. To maintain and continuously keep up to date all the Chief Executives mailing lists.
13. To ensure the effective management and update of all relevant databases.
14. To liaise positively and professionally with colleagues and visitors
15. Commit to working proactively to support both the Senior Management team and project output
16. To be amiable, professional and approachable at all times.

Any other duties commensurate with the accountabilities of the post.

Equal Opportunities Statement

Autism East Midlands has a strong commitment to working towards the achievement of equality and opportunity in both service delivery and employment. Autism East Midlands's mission statement and strategic objectives directly support these aims. All employees are required to actively support and implement Autism East Midlands's Equal Opportunities Policies.

The post holder will be required to undertake such duties as may reasonably be expected. All members of staff are expected to be professional, co-operative and flexible within the needs of the post, the department and the Organisation.

PERSON SPECIFICATION –

Personal Skills / Characteristics	Criteria	Method of Assessing
<p><u>1. Experience</u></p> <p>Proven experience in a similar role</p> <p>Previous experience of working in a confidential environment/ dealing with confidential material</p> <p>Ability to work with attention to detail: record keeping, data input, report writing</p> <p>Able to research on a variety of issues and collate information</p> <p>Experience of supporting wide ranging /high profile projects and programmes</p> <p>Experience of complaint handling</p> <p>Experience of organising large meetings/seminars/conferences</p>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>D</p>	<p>Application Form/ Interview</p>
<p><u>2. Qualifications and Training</u></p> <p>Educated to at least NVQ level 4</p> <p>Business Administration qualification</p>	<p>E</p> <p>D</p>	<p>Application form/certificates</p>
<p><u>3. Special Skills and Knowledge</u></p> <p>Experience of minute taking, organising meetings, managing outlook diaries, organising travel.</p> <p>Experience of dealing with people.</p> <p>Working knowledge of Microsoft Word/Excel/Outlook/Power Point</p> <p>Project coordination and management</p>	<p>E</p> <p>E</p> <p>E</p> <p>D</p>	<p>Application / Interview</p>
<p><u>4. Personal Qualities</u></p> <p>Good organisational skills, ability to prioritise and manage time effectively to meet deadlines</p> <p>Ability to work on own initiative with minimal supervision, and also a team member</p>	<p>E</p> <p>E</p>	

Good communication skills including dealing with enquiries/complaints from the public, from within the organisation and the private sector	E	
Ability to communicate well, both verbally and in writing, to people at all levels and external organisations	E	
Able to deal with other people in a respectful and positive manner at all times	E	

D = Desirable

E = Essential

The postholder will be required to undergo and obtain a satisfactory Enhanced Disclosure and Barring Services check.

Disability Discrimination Act 1995

The ways in which a disabled person meets the criteria for a post must be assessed as they would be after any reasonable adjustments required had been made. If appropriate, disabled candidates should indicate on the application form if they have needs which should be considered at the short listing stage.

Short listing will solely be from the completed application form only, against the criteria marked “**S**”, therefore you **must** ensure these areas have been demonstrated on the application form. It is not sufficient to state, for example, “*I have knowledge of domestic skills*”. Please refer to ‘Guidance Notes – Employment Application Form’.

SHORT LISTING PANEL:

KEY:	AF = Application Form	CQ = Qualification Certificate	I = Interview	S = Short listing
1.		2.		3.
Interview Offered: YES <input type="checkbox"/> NO <input type="checkbox"/>				

Advert wording

Autism East Midlands are the largest Autism Charity in the region, providing a range of services to autistic people and supporting them to live fulfilling and independent lives.

This year Autism East Midlands have exciting developments spread across the organisation and region. We are looking for an experienced Senior Administration Assistant to the Chief Executive and will play an integral role in supporting the CEO to ensure delivery on the vision of the charity.

The right candidate will need to have extensive experience in diary management, facilitating meetings and tracking workload and actions. In addition, will have excellent communication skills and be able to converse with all stakeholders professionally. You must be flexible in your approach and work, you will be required to attend and facilitate evening meetings throughout the year to support the Board of Trustees and sub-committees, and be willing to travel throughout the region.

Salary Scale 22 – 30 - £21,137 - £(awaiting current scales from DB)
Full time 37 hours, plus out of hours meeting taken back as TOIL

Not sure if the ToIL bit needs to be in Advert?!!!!!!