

Job Description

Job Title: Executive and Project Assistant to Managing Director for Education and Skills

Reports to: Managing Director for Education and Skills

Location: Homebased (occasional UK-wide travel)

Purpose

To provide a comprehensive high-level Executive and Project Assistant service to the Managing Director for Education and Skills ensuring the effective coordination of all meetings, minutes, papers, and supporting information relating to all governance activity for the Division and for the Ixion Holdings and Optimus legal entities.

Main Duties and Responsibilities

1. Comprehensive, service driven and proactive support to the Managing Director for Education and Skills including diary management, effective scheduling, and prioritisation of appointments, highlighting changing priorities, minute and report writing and electronic filing.
2. Provide secretariat support (organise, prepare packs and minute) relevant meetings including Board meetings.
3. Provision of administrative support preparing letters, proposals and presentations in a variety of digital formats.
4. Maintain professionalism and strict confidentiality with all materials, and communication on behalf of the Managing Director.
5. Proactive arrangement of internal and external meetings, including all logistics and coordination with other Executive Assistants working at the Group.
6. Attend meetings to record decisions and coordinate follow up actions.
7. Coordinate and organise various aspects of projects within the Education and Skills Division by liaising with internal and external stakeholders.
8. Coordination of attendance and arrangements for attendance by Managing Director or - if required - other members of senior leaders at external events.
9. Ensuring briefs are prepared and available to executives in agreed timescales, dispatching where necessary to ensure the Managing Director has all necessary papers when working remotely. Highlighting urgent issues to the Managing Director and ensuring a follow up or log is arranged.
10. Coordination with Central Services departments to ensure all briefing papers and communications are delivered within agreed timescales.

11. Management of travel arrangements, accompanying the Managing Director when required.
12. Management of external correspondence and email inboxes.
13. Establish effective working relationships with key Shaw Trust staff, to liaise with external bodies/organisations.
14. Provision of secretariat support to other senior levels meetings and governance functions if required.
15. Provide holiday/sickness cover for Executive Assistant to Chief Executive and Trustees if/when necessary, working within a team dynamic to ensure an exemplary level of service is provided to all SLT at all times.
16. For large meetings assist with meeting room set up / clear up and catering arrangements, if required.
17. Assist in the organisation and conduct of any Shaw Trust event.
18. Prepare timesheets, expenses and invoices for approval.
19. Present, record, file and store data in accordance with company standards and, with the Company Secretary, ensure all governance arrangements are in place for the different legal entities that sit within the division
20. Creation and upkeep of relevant client/partner relationship management database ensuring contact list is up to date.
21. To participate in training and undertake appropriate learning and development, as identified through regular appraisal and reviews with line manager.
22. To effectively work within a personal budget.

Other

1. To undertake any further training as identified in the Shaw Trust review procedures.
2. Ensure that safe working practices are followed in respect of COSHH and other Risk Assessment control measures.
3. Employees must comply with the provisions of 'The Health and Safety at Work Act 1974' and must take reasonable care for the health and safety of themselves and of other persons who may be affected by their acts or omissions whilst at work. Employees are also required to co-operate with their employer to enable them to perform or comply with any statutory

provisions. The Trust's efforts to promote a safe and healthy working environment can only succeed with the full co-operation of its employees.

4. To understand, comply with and promote Shaw Trust's safeguarding policy and procedures. It is the responsibility of all employees to make the working environment safe and secure for all. Everyone must adhere to the 5 Rs in relation to possible abuse: Recognition, Response, Reporting, Recording and Referral. The Trust can only ensure its dedication to the protection of vulnerable people with the full cooperation of its employees.
5. The Trust has an Equality and Diversity Policy and it is the responsibility of all staff to comply with this. The key responsibilities for staff under this Policy are set out in the Trust Code of Conduct.
6. To maintain the confidentiality about clients, staff and other Trust business. The work is of a confidential nature and information gained must not be communicated to other persons except in the recognised course of duty. The post holder must meet the requirements of the Data Protection Act at all times.
7. To maintain awareness of risk and to take personal responsibility for ensuring that the Trust is not unnecessarily exposed to risk. To report any issues or concerns relating to risk and the effectiveness of the Trust's risk management arrangements.
8. Be aware of, promote and implement Shaw Trust's Risk, Quality and Information Security Management Systems.
9. To report to line manager, or other appropriate person, in the event of awareness of bad practice.
10. Recycle and manage energy within your environment.

PERSON SPECIFICATION

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(E = Essential D = Desirable)

SKILLS AND CORE COMPETENCIES
<p>Technical competency (qualifications and training)</p> <ul style="list-style-type: none"> • Excellent knowledge and experience in use of MS Office suite (Word, Excel, PowerPoint, Outlook) (E) • Knowledge of Visio or other appropriate software packages (D)
<p>Experience</p> <ul style="list-style-type: none"> • Previous experience of Executive Assistant/Senior PA support to Executive or Board level Directors (E). • Experience of working in a large matrix managed organisation at Executive Assistant level (D). • Significant experience of working in an administrative capacity (E) • Previous experience of prioritising complex workloads (E). • Experience and confidence in minuting complex meetings effectively, capturing key decisions and actions (D) • Experience of company governance arrangements (D)
<p>Skills and Attributes</p> <ul style="list-style-type: none"> • Effective self-starter with ability to act on intuition and initiative (E) • Demonstrates effective time management skills, identifies and focuses on important and urgent matters, whilst maintaining all other tasks assigned (E). • Performs tasks with a high level of accuracy (E). • Confident and highly competent in oral and written communication (E). • Excellent organisational skills confident to deal with issues and gather information to draw logical conclusions (E).

- Strong coordination skills with ability to work withing tight project deadlines and ensure regular communication with stakeholders to ensure smooth progression of projects. **(E)**
- Responds well to new processes that requires professional growth and challenges technical skill **(E)**.
- Flexible approach and ability to cope with the varying demands of the role, including national travel when required **(E)**

Personal qualities, communicating and relating to others

- Should consistently present a professional image and be welcoming to visitors and guests **(E)**
- Ability to liaise at all levels throughout the Trust and with external contacts at a senior level **(E)**.
- Comfortable and confident in working through change **(E)**
- Happy and proactive in contributing to the broader success of the team and the Group when required **(E)**
- Ability to work on own initiative **(E)**.

Safeguarding

- Be able to display an awareness, understanding and commitment to the protection and safeguarding of young people and vulnerable adults **(E)**
- This post requires a Criminal Records Bureau disclosure at Basic level **(E)**

Other

- Have an understanding of and be able to demonstrate a commitment to Equal Opportunities and Diversity **(E)**
- Ability to travel on behalf of the Trust as required **(E)**.
- Previous experience of working in the not-for-profit sector **(D)**
- Good understanding of disability issues **(D)**.
- Previous experience of working in an Education environment **(D)**