

Job Title: EA & Company Administrator
Salary: £26,000 per annum
Hours: Full time, 35 hours per week
Responsible to: CEO

Main Duties & Responsibilities

Support to CEO	Diary management, including management of Outlook diary.
	Update the CEO's paper and electronic file management and archive filing systems, in line with Data Protection principles.
	Take messages and manage correspondence and communication with professionals including funders and Trustees as required.
	Letter writing and general administrative support as required.
	An excellent standard and method of personalised communication with the CEO.
	Facilitate Away Days and training schedule for senior management and Trustees.
	Coordinate the schedule for Heads of Service and other senior management with the CEO for supervision, probation reviews, appraisals, annual leave and absence tracking, etc.
	Oversee the CEO's LinkedIn profile.
	Lead on the coordination of specific projects for the CEO, e.g. History of family carers. The successful post-holder will also be responsible for assisting the CEO with the Phase 3 development project including but not limited to, collecting evidence for funders objectives.
Oversight of charity archives.	
Support to the Trustees, Committees and Senior Management Team	Organise, service and take minutes at meetings of the Executive Committee and other committees as and when required including preparing refreshments, sending out papers in advance, and collecting any apologies. (Committee meetings take place in the evenings outside of normal office hours, TOIL will be offered for additional hours where appropriate).
	Act as a point of contact for Trustees and Senior Management Team, coordinate communication around meetings, training, correspondence or attendance at events.
	Provide administrative support to ensure annual declarations, accounts and other relevant documentation is completed in line with Trustee and sub-committee policies and procedures.
	In conjunction with the Resourcing team ensure all Trustee records are kept up to date including but not limited to keeping their membership and DBS checks up to date, monitoring and tracking their training, performing skills audits as required.
	Attend and minute take at Heads of Service (senior management team) meetings and support with any relevant administrative actions that come from these meetings.
Company Administration	Maintain and keep up to date all records and documents relating to Companies House and the Charity Commission including, but not limited to, updating trustee information and uploading completed financial accounts.

	<p>Manage the annual renewal and update of company insurance in conversation with our nominated insurance brokers and the Director of People and Resources. Maintain an excellent filing and record system for insurance claims and correspondence.</p>
	<p>Coordinate and work with the relevant internal parties to maintain relevant external quality accreditation, this includes UKIED (UK Investing in Equality and Diversity) and Trusted Charity fundraising administration support with thank you letters, follow up calls and other paperwork.</p>
	<p>Events and functions:</p> <ul style="list-style-type: none"> a) Coordinate and lead the AGM Working Group who organise and deliver the annual summer AGM business meeting and garden party, leading on the invitations and business meeting coordination b) Attend the Christmas Working Group to provide assistance with the celebrations and events, including managing the Christmas card list for the CEO c) Support and provide assistance to other ad hoc events including Quiz Night, fundraisers, socials, etc.
Organisational Administration	<p>Update and manage the organisation historical archives, collecting and preserving documents and items of historical significance and ensuring they are stored and cared for appropriately.</p>
	<p>Support the Director of People and Resources and CEO with administration and management of performance management and staff development data, providing reports and insight.</p>
	<p>When requested, assist the HR team with note taking and other admin tasks.</p>
	<p>Provide support to the Central Team in the preparation and organising of fundraising and other events and activities some of which may take place in the evenings or at weekends (for which TOIL will be offered).</p>
	<p>Organise leaving presents for key staff and trustees.</p>

Person Specification

	(E) Essential requirements	(D) Desirable requirements
Qualifications	Significant experience in a PA, EA or similar, relevant role	E
Knowledge & Experience	Experience of providing high level administrative support and customer service to individuals and/or a team	E
	Experience of managing a varied and challenging workload in a EA, office or administrative role	E
	Previous experience of working with or supporting senior managers, CEO or board members	E
	Experience of supervising or managing other colleagues and/or volunteers	D
	Experience of working in charitable activities similar to those provided by Centre 404 or knowledge of learning disability	D

	Commitment to concepts of inclusion and diversity and ability to handle confidential and sensitive information appropriately	E
	Experience of working with regulatory or quality frameworks to adhere to requirements	D
	Knowledge of Charity Commission, Companies House and/or similar bodies	D
	Knowledge of the Data Protection Act and GDPR and ability to adhere to this in your working life	D
	Previous experience of working in a charity or not-for-profit setting.	D
	Solution focused with an ability to solve problems.	D
Skills & Personal Attributes	Highly organised with the ability to balance and schedule competing demands and priorities	E
	Ability to work to your own initiative, build strong relationships with key colleagues and to work flexibly around those you support	E
	Friendly and approachable with the ability to confidently handle queries from a diverse range of staff, service users, professionals and members of the public	E
	Ability to maintain good professional boundaries and a high level of discretion and confidentiality at all times	E
	Proactive and solutions focused with the ability to take responsibility for leading on and delegating tasks, managing workload and making decisions	E
	Excellent written communication and numeracy skills with the ability to take and write minutes to a high standard, communicate clearly and use spreadsheets and databases to keep records and monitor expenditure and areas of responsibility	E
	Good working knowledge of Microsoft Office systems and enthusiasm for using and developing a variety of IT management systems	E
	Willingness and ability to move and assemble tables and chairs and other equipment when setting up for committee meetings	E
	Adaptable, flexible and able to attend meetings and activities in line with the role that take place in the evenings or at weekends for which time off in lieu can be taken	E

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.

Mission, Beliefs and Values

Centre 404 is working towards a world where people with learning disabilities and their families have the support they need to flourish and enjoy the same rights, freedom, responsibilities, choices and quality of life as people within the wider community.



Centre 404's **Beliefs** and **Values** are deeply rooted in the way that we work and will continue to underpin the future direction of the charity.