

JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	<i>Executive Assistant/ Office Manager</i>
Department/Function	<i>Administration</i>
Location	<i>Camden, London</i>
Contract	<i>Permanent</i>
Working Arrangements	<i>Full time of 35 hours per week</i>
Salary	<i>Circa. £30,000 pa</i>
Accountable To:	<i>Chief Executive Officer</i>
Work Closely with:	<i>CEO, Chief Barker, Finance Director, HR Manager, Trustees, all staff and volunteers.</i>
Summary of Role	<ul style="list-style-type: none"> - Executive and governance support - Office management - HR administration

EXECUTIVE AND GOVERNANCE SUPPORT

- To support the Chief Barker and CEO in the delivery of their roles through the accurate and efficient provision of administrative and secretarial duties, diary management, all matters relating to governance;
- To interact with stakeholders with integrity, honesty and confidentiality;
- To be the key point of contact for the Chief Barker and from both external contacts and staff members;
- To ease and facilitate the flow of information, decision making and communication between the Chief Barker, CEO, Trustees, staff members and others;

Specific Functions

To act as a key point of contact for Chief Barker (CB) and CEO. Screening telephone calls, requests, enquiries and responding as appropriate. Taking messages and passing on relevant information. Organising and maintaining diaries, making appointments, arranging internal and external meetings, typing of correspondence. Take responsibility for ensuring thank you letters are sent in a timely manner and prompting the CEO/ CB when a thank you may be appropriate.

Organising and preparing meetings and ensuring the CB/ CEO is well prepared with documentation and briefing notes.

Organise and take (detailed) minutes at the monthly Crew meetings, quarterly Trustees meetings and the quarterly Audit, Finance & Risk Committee meetings; emailing out the final version after approval from the Chair within 48 hours of the meeting. Ensure that papers are prepared and distributed in advance and arrangements are in place for these meetings.

Manage the internal communications to/from the board of Trustees and send official communications on behalf of the CB.

Make arrangements when called upon for Crew dinners, sourcing a venue, manage guests, dietary requirements, seating plan and collecting payments.

Organise and attend the Senior Management Team meetings. Liaise with SMT members to prepare an agenda in advance and capture and track the actions agreed at the meetings. Following these up/ monitor progress and report regularly to the CEO.

Organise and take minutes for any other ad hoc committee meetings as directed by the CEO. Support the Chair of those meetings with admin tasks and flow of information upon request.

Act as 'gatekeeper' for the CEO to ensure space for one to ones, catch-up, planning, thinking and strategic work is created.

Arrange and co-ordinate travel and accommodation for the CB/ CEO as cost effectively as possible.

Assisting in project planning and undertake project work as directed by the CEO.

Liaise with internal Events/ Fundraising Managers to gather briefing information for the CEO/ CB when attending Variety or external events (e.g. table plans, guest information, event logistics). Draft speeches or brochure messages when required.

Act as liaison with the Variety International Office in LA and other Variety Tents across the world.

HR ADMINISTRATION

- Contracts
- Employee Benefit schemes
- Training
- Payroll/ pension
- Recruitment and induction
- Tracking annual leave and absence
- Point of contact for volunteer enquiries

Specific Functions

Preparation and issue of appropriate contractual documentation in relation to appointments, terminations and variations of employment.

To support managers with recruitment through advertising roles, receiving applications and arranging interviews.

Coordinate new staff inductions, ensuring all new-starter paperwork is in place (e.g. payroll and DBS checks), relevant training is provided and work station/ IT accounts are prepared.

To maintain and up-date manual HR systems, ensuring the accurate recording of employee details. Maintain and monitor holiday and sickness registers.

Prepare the monthly payroll instructions, informing out-sourced payroll company of any new starters, leavers or changes to existing employees' terms and conditions.

Manage staff benefit schemes and process invoices such as the Simply Health Cash Plan and the pension scheme. Prepare the monthly pension payment schedule in conjunction with changes to payroll.

To work closely with Senior Management Team in the development of staff training (arranging in-house and external training as required) and coordinate planning of the annual staff training conference.

OFFICE MANAGER

- Responsible for maintenance, service contracts and office leases
- Health and safety/ environment
- Internal/ staff communications
- Liaison with second floor tenants
- Staff social events

Specific Functions

Manage the service contracts including: cleaning, copiers/ printers, maintenance, security pest control, etc. Trouble-shoot when issues arise and ensure a pleasant, safe and productive office environment.

Manage the day to day health and safety requirements including: emergency fire procedures, security in the building, identify and conduct risk assessments (as appropriate), update policy documents, testing and renewal of certificates. Create and maintain procedures and checklists to ensure compliance with HSE legislation, escalating any issues to the Senior Management Team.

Engage and communicate with staff on any matters relating to the work environment.

To act as the key point of contact with the second floor tenants at Bayham Street dealing with the lease renewal, maintenance issues, meeting room bookings and any other issue that may arise.

Act as liaison with solicitors for matters relating to office leases, trademarks and any agreements or contracts (not relating to employment/ HR).

Periodically organise staff/ volunteer social events.

GENERAL

Work closely with the Marketing and Communications Team to ensure the mission, vision and values of Variety are promoted in both internal and external communications.

Build effective relationships with all staff, trustees, volunteers, regional committees and any other stakeholder to ensure that communications are effectively managed between them.

It is the responsibility of employees to apply Variety's Equal opportunities Policy and the Health & Safety policy in their own area of responsibility and in their general conduct.

You may, with reasonable notice, be required to work at any of the Variety sites.

PERSON SPECIFICATION

Required:

- Exceptionally organised and a skilled multi-tasker;
- A proactive and energetic approach;
- Highly professional demeanour with the ability to interact and build rapport with senior level stakeholders;
- Discrete and able to handle confidential information sensitively;
- Excellent written English and oral communication skills;
- Reliable and able to work independently with excellent attention to detail;
- Skilled at building relationships, gaining trust from colleagues and volunteers;
- Takes initiative with an attitude to get things done;
- A willingness to be a team player and support others - proactively identifying and approaching where there is a need for assistance;
- Minimum two years' experience supporting a senior executive and/ or delivering secretarial support to a board or committee;
- Highly competent user of MS office suite and experience using CRM databases;
- A willingness to learn new skills and be adaptable.

Desirable:

- Educated to degree or equivalent level;
- Professional experience within the Charity Sector;
- A strong desire to contribute to Variety's mission to improve the lives of children living with disability or in poverty in the UK with any related knowledge or experience in this area.
- Knowledge of charity governance and experience of supporting a board of trustees.