

JOB DESCRIPTION

GENERAL INFORMATION	
Job Title	<i>Executive Assistant</i>
Department/Function	<i>Administration</i>
Location	<i>Camden, London</i>
Duration (If Applicable)	<i>Permanent</i>
Working Arrangements	<i>Full time of 35 hours per week</i>
Accountable To:	<i>Chief Executive Officer</i>
Work Closely with:	<i>Chief Barker, CEO, Trustees/ Crew, all staff and external contacts.</i>

Core Functions - ASSISTANT TO THE CHIEF BARKER AND CEO

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

- To co-ordinate and schedule activities including diary management, appointments, travel arrangements and meetings;
- To interact with internal and external staff members and contacts with integrity, honesty and confidentiality;
- Promote and represent the missions and values of Variety in all interactions.

Specific Functions

To act as a key point of contact for Chief Barker 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.

Working closely with the CEO preparing correspondence (in particular thank you letters), producing documentation and briefing papers, preparing presentations and inputting notes into NAV database following meetings with contacts/ supporters.

Organising and preparing meetings, ensuring the Chief Barker and CEO are well prepared with documentation and briefing notes.

Organise the quarterly Crew, Trustees and Audit & Finance Committee meetings; ensuring that all papers are collated and distributed in advance (including the production of the agenda); venue and facilities are arranged; attending and taking the minutes, circulating these within 48 hours of the meeting.

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

Attend weekly Senior Management Team meetings, taking notes/ actions and following up to ensure projects move forward and deadlines are met across the organisation on behalf of the CEO.

Maintain accurate records in the NAV database of key contacts and committee members (e.g. Crew, Audit & Finance and Trustees).

Organise and take minutes of the periodic Regional Chairs meetings and support the Regional Chair 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 Chief Barker and CEO as cost effectively as possible.

Undertaking project work and tasks as directed by the CEO which may include supporting other departments.

Preparation of personal invitations for events, thank you letters and speeches.

Office liaison with the Variety International Office in LA and other Variety Tents.

GENERAL

Work closely with the Marketing and Communications Team to ensure the mission, vision and values of Variety are promoted and that internal communications are effectively managed between the Chief Barker, CEO and others.

Build effective relationships with all staff, Crew, Volunteers, contacts, regional committees and others.

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:

- A proactive and energetic approach and skilled multi-tasker;
- Highly professional demeanour with the ability to interact with senior level stakeholders;
- Discrete and able to handle confidential information sensitively;
- Reliable, 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 other departments on an ad hoc basis;
- Minimum two years' experience supporting a senior executive and or delivering secretarial support to a board or committee;
- Competent user of MS office suite and experience using CRM databases.

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.