



Job description

Job title **Executive Assistant**
Salary £26,000 - £28,000

Reporting to Head of People
Working with Executive Director

Full time, permanent contract
Office based

About the role

This is a new role at the heart of the Crafts Council working directly with the Executive Director and Head of People and with the Chair of the Board of Trustees and the Senior Management Team to ensure the smooth running of the organisation.

You will be energetic, acting on your own initiative and able to deal maturely and appropriately with confidential matters.

You will be joining a friendly team of passionate craft enthusiasts helping run an organisation which is entering an exciting phase of activity with the opening of a new public space and the launch of our 50th anniversary.

Roles and Responsibilities

Executive

1. Act as point of contact internally and externally; and provide administrative support to the Executive Director including handling enquiries, email management and agenda planning for Senior Management team meetings.
2. Co-ordinate and plan the diary, schedule and itineraries for the Executive Director including national and international travel.
3. Liaise between the Executive Director and Chair of the Board and Trustees ensuring timely and efficient flow of information between them
4. Manage the arrangements and papers for Board meetings and relevant Committees
5. Maintain accurate records of expenditure raising purchase orders etc
6. Keep records and files up to date and archive when necessary.

Human Resources

1. Participate in recruitment efforts including posting job adverts; collating applications; scheduling interviews; ensuring right to work and reference checks are completed and serving as a point person for recruitment queries

2. Support the Head of People with welcoming new employees to the organisation and coordinating induction schedules
3. Complete general HR paperwork and maintain personnel records in line with data protection
4. Facilitate our benefits package and process requests in a timely manner
5. Administer the leaver's process; such as confirmation of resignation, confirmation of outstanding holiday, track fixed term contract end dates, co-ordinate exit conversations
6. Provide note taking support for the Head of People at formal HR meetings
7. Facilitate learning and development requests; book attendees on training sessions, distribute joining information, etc.
8. Uphold our HR open door policy and, in partnership with the Senior Management Team promote a positive employee culture

General

1. Promote the highest level of customer service at all times
2. Assist in developing and maintaining effective team work across the Crafts Council
3. Be flexible within the broad remit of the post
4. Continuously seek ways to improve personal, team and business performance
5. Attend and participate in the Crafts Council performance, development and training programmes
6. Ensure that you comply with all Health and Safety regulations and safe working practice as required by current legislation and the Company's Health and Safety Policy and practices
7. Understand the importance of Equality & Diversity in the work place.

This position will include some limited evening and weekend work during key events and Board meetings

Person Specification

Knowledge, experience and skills

Essential

- Education to A level or equivalent with an excellent spoken and written English
- Strong working knowledge of office administrative systems
- Advanced level IT skills including use of databases and presentation packages
- Knowledge of HR policies and processes
- Experience of diary management and organising travel and itineraries

Desirable

- Experience in a comparable role at Director level
- Experience of/or an interest in craft and the cultural/creative sector

Abilities and Personal qualities

Essential

- Ability to work independently, meet deadlines, determine priorities and deal with multiple demands
- Attention to detail producing work that is accurate and to a high standard of presentation
- To produce letters, emails and other written and spoken correspondence on behalf of the Executive Director and Head of People
- Ability to assimilate information quickly to find solutions to problems
- An ability to maintain confidentiality, and act with discretion and diplomacy.
- Positive team player, reliable and responsible
- Ability to build effective relationships with a variety of individuals