

Job description

Job title

Executive Assistant to People & Culture Director

Hours

37.5

Contract

Permanent

Role profile and grade

OS 30, Grade 3

Salary

Starting Salary £34,653 with biennial increments

Location

Central Cheadle Office / Hybrid working

Reports to

People & Culture Director

Type of DBS required

Standard

Job purpose

To provide timely, accurate and effective Executive Assistant support to the Director.

The post holder will embrace the core values of the Together Trust, which are:

- **Positive** - We take pride in celebrating the difference we make
- **Professional** - We act in a fair and respectable way that recognises our collective expertise
- **Passionate** - We encourage creative ideas and inspire one another
- **Supportive** - We are considerate and caring towards one another.

Key responsibilities

- Project Management – To support in project management by tracking deadlines, deliverables, and follow ups. Collaborate with other areas of the Trust to ensure projects are completed on time.
- Complex stakeholder engagement – Develop and maintain professional relationships with stakeholders both internally and externally.
- Insight and analytics – Undertake analysis of data and extract insight from reports. Compile insight into presentations and other documents.
- Technology and automation – Explore opportunities for continuous improvement and efficiency in the role (i.e. AI powered tools)
- Ways of working – Working alongside the other Trust Leadership Team Executive Assistants, sharing best practice and collaborating to achieve our shared priorities.
- Administrative Support – Manage the executive's calendar, scheduling meetings, appointments and travel arrangements. Prepare and organise documents for meetings, including agendas and presentations. Taking minutes during meetings and distribute to relevant parties.
- Growth and development – Identify opportunities for personal growth and development in the role.

Key tasks

- Admin support for the Director
- Preparation of required documentation for the People, Culture & Engagement Committees as well as Staff Council meetings.
- Taking minutes at the People, Culture & Engagement Committees as well as Staff Council meetings, gaining agreement and producing actions to meet timescales
- Support on project activity aligned to key topics of importance in the People & Culture space.
- Organise People and Culture Director visits to services
- Establish and evolve an events plan aligned to key events in the Trust's calendar, collaborating with multiple internal and external stakeholders
- Project co-ordination of key events in the Trust's calendar that are not managed by the Fundraising Team.
- Act as liaison with external VIPs for key Trust events

Standard Requirements for all roles

- **Confidentiality:** Confidentiality/data protection regarding all personal information and Trust activity must be always maintained (both in and out of working hours) in accordance with professional codes of conduct and relevant legislation such as the Data Protection Act. The post holder should ensure that they are familiar with and adhere to all Trust policies and procedures. Any breach of confidentiality will be taken seriously, and appropriate disciplinary action may be taken.
- **Code of Conduct:** Maintain a consistently high standard of conduct and to provide the highest standard of service in accordance with the Trust Code of Conduct for all employees.
- **Equal Opportunities:** Promote the concepts of equality of opportunity and managing diversity Trust wide.
- **Health and Safety:** Employees must be aware of the responsibilities placed upon them under the Health and Safety at Work Act 1974, paying due regard to health and safety in the workplace and management of risk to maintain a safe working environment for service users, visitors, and employees.
- **Professional standards and performance review:** Maintain consistent high professional standards and act in accordance with the relevant Professional Code of Conduct. Employees are expected to participate in the performance review process.


Summary

This job description is an outline of the key tasks and responsibilities of the post, and the post holder may be required to undertake additional duties appropriate to the pay grade. The post may change over time to reflect the developing needs of the Trust and its services, as well as the personal development needs of the post holder.

Person specification

You will need demonstrate the extent that you have the necessary requirements for this role. Please use examples in your application how you match the criteria in the person specification and your experience of the responsibilities outlined for the role.

	Essential	Desirable
Education, qualifications and training	Qualification level 4 or above in a business-related field with experience	
Experience and skills	<p>Experience of a similar role</p> <p>Experience of project and event management</p> <p>Excellent verbal and written communication skills and can produce reports</p> <p>Excellent organisational skills. Can negotiate and prioritise to meet needs</p> <p>Good level of computer literacy including all Microsoft Office Applications and competent user of Excel and PowerPoint</p> <p>Able to work to deadlines and prioritise own workload. Experience of diary management</p>	<p>Experience within Education, Social Care, or charity sector</p> <p>Experience of leading pieces of project work and event management</p> <p>Experience of change management</p>



Behaviours and understanding	<ul style="list-style-type: none"> Is customer focused and responsive Is pro-active, enthusiastic, and self-motivated Is adaptable to change and flexible Friendly, helpful, can-do approach 	<ul style="list-style-type: none"> Has an understanding of the sector and the political environment and can operate with confidentiality and sensitivity as required Is prepared to contribute to discussions when can see helpful insights Is passionate about the sector and difference the organisation can make Can inspire others
Other	<ul style="list-style-type: none"> Able to maintain confidentiality in accordance with Data Protection Is enthusiastic and has a want to develop in role 	

Applications are very welcome from all regardless of age, disability, marriage or civil partnership, pregnancy or maternity, religion or belief, race, sex, sexual orientation, trans status or socio-economic background. We are committed to making reasonable adjustments for disabled people. We positively encourage applications from those with lived experience.