**Job Description and Person Specification: Executive Assistant**

**Job Title:** Executive Assistant (homeworking)

**Job Type:** 6-month contract (it is expected the post will be funded beyond this; however this is dependent on charity funding)

**Responsible to:** Chief Executive Officer

**Working hours:** Part Time – 16 hours per week.

**Salary:** £29,250 p.a. (pro-rata). Pro-rata salaries are calculated on the basis of a 37.5 hour per week full-time post.

**Base:** Homeworking

**Deadline:** Application deadline is Friday 23rd July at 12pm. Interviews will be conducted on Wednesday 28th July between 11am-5pm.

**Overview:**

Pathfinders Neuromuscular Alliance is a user-led charity which promotes choice, control and quality of life for teenagers and adults with muscle-weakening conditions.

Pathfinders aims to enable teenagers and adults with muscle-weakening conditions to access the support they need to maintain good health, become independent, access social and work opportunities and contribute to their communities. We want to ensure standards of care and access to services and information is consistent across the country. We want to develop the skills and confidence of young people with muscle-weakening conditions and empower them to take charge of their own health and to build a stronger community to get better services and support.

We are currently recruiting for an Executive Assistant to play a key role in supporting the charity through a period of growth and transformation. The Executive Assistant will manage key governance, reporting and administrative tasks to enable the CEOs to focus on strategic development and leadership.

Please note all aspects of this role will be carried out remotely, and the successful candidate will work from home. We are hoping to secure funding to extend this role, and the support provided by the Executive Assistant to the CEOs is intended to free up the CEOs time to bring in additional funds.

It is essential that the Executive Assistant has experience of working in a senior administrative role in the charity or business sector.

We are particularly interested in employing people who also have lived experience of a muscle-weakening condition, particularly adults with conditions themselves, but also carers, siblings, parents etc. However, this is not an essential requirement for the role.

It is essential that all of the people that we employ embody the values of Pathfinders, enabling and encouraging independence, being led by the people we support, rooted in the social model of disability and valuing the importance of sharing lived experience.

**Key Objectives of this role:**

* Organising meetings and briefings with the charity CEOs and proactively managing diaries, correspondence, projects, reporting, and deadlines.
* Supporting the CEOs to develop effective procedures for managing the day-to-day operations of the charity, and implementing them.
* Supporting CEOs to manage their workload and pre-empting queries.
* Assisting with administrative and governance tasks and maintaining an overview of key governance deadlines
* Researching and drafting reports and policies for the CEOs and trustee board
* Playing a key role in managing reports to grant funders.
* Managing small payments, generating invoices and maintaining financial records in line with the delegated authorities set out in the Pathfinders financial procedures.
* Attending, minuting and following up actions from meetings of the trustee board, management committee and other bodies.
* Maintaining project management software (Trello), updating actions, flagging up approaching deadlines and ensuring CEOs are informed of project progress.

**Person specification**

In your application you will need to explain how you meet the following requirements:

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| **Experience and Knowledge** |  |
| At least one years’ experience of working in a senior administrative or Executive Assistant role | E |
| Experience of using online team/project management tools and customer databases | E |
| Experience with executive-level diary management, including travel booking, meeting organisation, and ensuring that CEO focus remains on organisational development | E |
| Experience of minute-taking and administration and support of online meetings | E |
| Experiencing of managing multiple complex tasks and deadlines across a project or organisation | E |
| Experience of managing budgets and financial record keeping | E |
| Experience of keeping records and writing reports on project performance | E |
| Experience of researching, synthesising and presenting information | E |
| Experience of dealing with confidential and sensitive information and maintaining professionalism. | E |
| Understanding of requirements for charities under the Data Protection Act, GDPR, Equality Act and safeguarding law. | D |
| Knowledge of the governance requirements and duties of charities to the Charities Commission | D |
| Lived experience of a muscle-weakening condition and the barriers to social inclusion and independence | D |
| **Personal attributes and skills** |  |
| Excellent IT skills including use of Microsoft Office, databases, cloud storage and other online software. | E |
| Excellent people skills and a strong commitment to treating people with respect and dignity and upholding principles of equality and diversity | E |
| Excellent communication skills in person and in writing, with a confident and pleasant manner and professional writing style | E |
| Ability to interact with stakeholders at a range of levels | E |
| Excellent organisational skills and ability to manage complex tasks, ability to stay calm and focused under pressure | E |
| Ability to communicate effectively and professionally to manage conflicts and communicate problems to team members | E |
| Ability to enter text into a computer quickly, meticulously and with attention to detail | E |
| Commitment to continual personal and professional development, as well as ongoing development and improvements of Pathfinders | E |
| Willingness to be flexible and open to new ideas | E |

**Application process**

Please contact Pathfinders for an application form - at info@pathfindersalliance.org.uk - or download from our website

