

Carers Together

Job Description

Job Title:	Executive Assistant
Salary:	£26436.14 per annum pro rata £10717.35
Hours:	15 hours a week
Responsible to:	Chief Executive

Primary Bases:

1. Job Purpose

To provide human resources administrative support to the Chief Executive

To provide administrative support to the Chief Executive for partnership meetings including contract related meetings

To support the review of policies and procedures

To co-ordinate subcommittee and Board meetings, produce minutes and contribute to the provision of reports

2. Duties and Responsibilities

2.1 To carry out a range of confidential human resource and administrative tasks as designated by the Chief Executive.

2.2 To maintain personnel files and ensure they are up to date with timely recording and filing, including DBS checks and any contractual related updates.

2.3 To provide administrative support in the recruitment of staff, including drafting and typing adverts, job descriptions and person specifications.

2.4 To support the Chief Executive with the organisation of interviews, preparing papers for the panel, arranging venues, notifying candidates, recording outcomes and filing relevant documentation, including maintaining a recruitment legal compliance audit trail.

2.5 To undertake all pre-employment checks, including references, DBS and right to work in the UK checks.

2.6 To issue new starter contracts and update existing staff contracts as required (e.g. recording changes in hours).

2.7 To keep accurate staff supervision, appraisal, sickness absence and training and development records and documentation and to produce reports on attendance and completion of training and staff development for the Chief Executive.

2.8 To identify and coordinate appropriate e-learning and other training and development opportunities for staff.

2.9 To be responsible for the production of documents & information using a range of IT based applications including Microsoft Word and Excel.

2.10 To arrange, prepare for, attend and take minutes of all Board and subcommittee meetings and circulate papers as required.

2.11 To provide administrative support to the Chief Executive at a range of partnership meetings, including contract, provider and forum meetings.

2.12 To co-ordinate the policy and procedure framework to support the review of policies and procedures in a timely manner

2.13 To support and contribute to audit and accreditation processes

3. General

3.1 Participate fully as a member of the staff and volunteer team including attending meetings, sharing information and working collaboratively with other staff and volunteers to ensure all services are delivered.

3.2 Work collaboratively with colleagues in other agencies

3.3 Maintain written records using the organisation's database, provide written reports and attend relevant meetings as required.

3.4 Adhere to all service standards, policies and procedures of Carers Together.

3.5 Undertake training as required by Carers Together or as agreed through supervision.

3.6 Administrate and organise own work to ensure that it meets quality standards, deadlines and reporting requirements.

3.7 Undertake any other tasks or duties that may arise which are commensurate with the general level of this post and as directed by the designated line manager.

4. Working conditions

4.1 Flexible working hours of 9 am - 5 pm is permitted subject to the demands of the service. Some evening and weekend working may be required. Overtime will not generally be paid and approved time worked outside 9am-5pm should be taken as time off in lieu. The postholder may be required to work at the Middlesbrough office on occasion.

4.2 30 working days holiday per year plus statutory/bank holidays for full-time staff. For part-time staff holiday entitlement is calculated on contracted hours.

4.3 This job description is intended as a guide to the duties and responsibilities of the post and may be amended from time to time, subject to developing organisational needs, and following appropriate consultation with the post holder.

Signed:

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Employee

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Manager

Date: