

Job Description – Executive Assistant

Responsible to	
Salary	24, 313 per annum
Hours per week	35 hours per week
Annual Leave per annum	25 days (rising to 30 days after 5 years) pro rata
Main base	HQ, Stretford Road, Manchester
Contract	Permanent
Level of DBS check	None

Main aims of the post
<p>The Executive Assistant will:</p> <ul style="list-style-type: none"> • Provide support to The Big Life group Executive team, which includes supporting the Chief Executive with diary commitments, travel, reports, presentations • Provide administration support to the business development team supporting the group to secure new business. • Project manage service mobilisations/changes • Support the delivery of cross group events, planning annual meetings and activities • Manage the HQ to provide a first class service to visitors, providing reception support, and supervising staff.

Main duties of the post
1. To manage the electronic diary of the group chief executive, arranging internal and external meetings, planning and booking travel as required, booking rooms and arranging refreshments.
2. To create presentations and provide reports analysing data and information on behalf of the Chief Executive and Executive Team
3. To schedule the group's annual calendar of events, meetings and activities, booking rooms and organising refreshments where required.
4. Update and maintain the group CRM system ensuring effective relationship management of stakeholders.
5. Provide administration support to the business development team by managing the administration of tender portals, monitoring for new opportunities and responding on the group's behalf.
6. Project manage the implementation of new services, creating implementation plans, tracking progress and providing administration support throughout the implementation stage.
7. Manage the HQ including building management, staff supervision, reception duties, answering phones, meeting and greeting guests ensuring that all visitors receive a first class service.
8. To ensure information and data is kept updated and stored securely in line with data protection and confidentiality procedures
9. Carry out any other reasonable duties as required

General work related expectations
1. To work within the Big Life group's values ethos and vision
2. To contribute to the development of the Big Life group
3. To work in accordance with all policies and procedures of the Big Life group, particularly (but not exclusively) Health and Safety, Information Governance and Safeguarding
4. To commit to own personal development and attend training or development activities as required
5. To work in accordance with all relevant legislation
6. To undergo regular supervision and an annual appraisal
7. To undertake any other duties as required, and as appropriate to the post

Person Specification - Administrator

The successful candidate must be able to demonstrate that they meet all of the following points below.

Key – Method of Assessment; A = Application form; I = Interview; T= Test; P= Presentation

Area	Method of assessment
1.Experience	
a. Experience of diary management for a Director, CEO or senior manager	A/I
b. Experience of working in a busy office environment	A/I
c. Experience of effectively communicating with a range of people, from different sectors and communities	A/I
d. Experience of producing information for use in reports	A/I
e. Experience of managing projects from implementation through to launch.	A/I
f. Experience of using databases to record information	A/I
2. Skills	
a. Ability to manage different work streams at once	A/I
b. Ability to use a range of different processes and systems (electronic and paper) to ensure the business area runs smoothly and effectively	A/I
c. Ability to communicate effectively, using different methods of communication, and develop relationships with a range of people and groups.	A/I
d. Ability to manage petty cash – and to work within agreed systems	A/I
e. Ability to effectively use IT including Word packages, excel and databases	A/I
3.Knowledge	
a. Knowledge of the barriers that service users face when accessing mainstream services	A/I
4.Education – qualifications required for this post	
5. Personal	
a. Positive and outlook and a 'can do' attitude	A/I
b. Personal resilience and flexible attitude in the face of difficulties	A/I
c. Commitment to working towards the Big Life group's missions and values including having a non-judgemental approach	A/I
d. Commitment to personal development and willingness to regularly update skills and experience	A/I