

Job Description

| Summary | |
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| Job Title | Executive Assistant to Chief Executive Officer |
| Department | Head Office |
| Location | Manchester, UK |
| Full-time/Part-time/Job Share | Full Time |
| Reporting To | Chief Executive Officer |
| Direct Reports | None |
| Job Purpose | Hope for Justice is a growing charity with clear aims and objectives - to identify and rescue victims, advocate on their behalf, provide restorative care to rebuild lives and train frontline professionals to tackle slavery. The Job holder would be required to help grow and develop the CEO's office, providing high quality personal and administrative assistance to the CEO. |
| Duties & Responsibilities | |
| <p>Administration</p> <ul style="list-style-type: none"> • To act as the initial point of contact for the CEO in his absence, assessing priorities and re-directing calls, enquiries and requests as necessary • Manage CEO's email account - including drafting responses for review and dealing with urgent matters personally • Take phone calls on behalf of CEO • Prepare monthly expenses for CEO, including personally funded expenses and commercial credit card. <p>Trustees</p> <ul style="list-style-type: none"> • Arrange and coordinate regular meetings for Hope for Justice Global and UK Board Meetings • Assist in the preparation of meetings, sending out agendas and relevant documents • Take accurate minutes and disseminate to trustees • Coordinate the production of a monthly update and report from staff members and disseminate to trustees • Be a point of contact for trustees in CEO's absence, building rapport with board members and facilitating any requests for information. <p>Executive Team Meetings</p> <ul style="list-style-type: none"> • Schedule bi-monthly meetings for the Executive Team, working with the Chairman to produce an agenda and disseminate, along with any relevant documents • Take accurate minutes and follow up on action points to ensure all are completed within given deadlines. <p>Meetings/Events</p> <ul style="list-style-type: none"> • Manage the CEO's diary and appointments, ensuring effective use of time and that each office/country has 'allotted access' time | |

- Organise and arrange events and speaking engagements for the CEO, liaising with event organisers and ensuring booking process is professional and efficient
- Organise and book travel and accommodation for CEO and accompanying staff members, working in partnership with event organisers
- Produce accurate itineraries and ensure CEO is fully informed of all arrangements and details
- Provide detailed papers/biographies/briefings in advance of appointments
- Organise and oversee follow up of meetings/events and ensure that a 'follow up strategy' is implemented
- Attend and contribute to meetings on CEO's behalf, where directed, reporting back and following up appropriately
- Attend meetings and events with the CEO to provide input and administrative support and follow up – ensuring all actions are delegated and completed within given deadlines
- Organise and input on regular meetings with 'office/country' directors, ensuring that meetings are efficient and effective (i.e. agendas are produced in advance).

Staff Direction

- Provide staff with instructions/feedback from CEO on relevant projects and decisions and ensure that all delegated tasks are completed to a satisfactory standard and within given deadlines

Research

- Conduct and coordinate relevant research documents for CEO to ensure the office is fully informed and up to date on relevant issues.

Person Specification

Experience & Qualifications

- A Levels/Advanced GNVQ
- 4 year's experience in administration preferably working at a senior administrator level or as personal assistant
- Skilled in using Microsoft Word and Excel, and general computer use

Skills & Competencies

- Able to provide high quality administrative support
- Flexibility
- Excellent communication skills
- Ability to delegate and manage projects
- Professionalism
- Attention to detail
- Discreet in dealing with confidential and sensitive information
- Strong affinity for the work of Hope for Justice
- Excellent time management and able to prioritise own work
- Organised and methodical approach
- Working in a team, and supporting and developing others
- Working with change
- Decisiveness

| Review | |
|----------------|----------|
| Date Completed | 18/01/16 |
| Version Number | 3.0 |
| Approved By | COO |