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Responsible to Direct Reports Dire	bild	
Direct Reports	Job Title	Executive Assistant (to CEO & Restraint Reduction Network)
Birmingham (with significant travel) with potential for remote & flexible working Flexible (as required to do job effectively)	Responsible to	CEO
Hours Flexible (as required to do job effectively) % FTE O.8 FTE Senior Admin & Coordinator Scale (up to £24k/year FTE) Senior Admin & Coordinator Scale (up to £24k/year FTE) Job purpose & summary • to CEO • to RRN Key responsibilities Accountabilities • Coordinate key meetings including national steering groups and board meetings Organise and facilitate meetings and appointments and maintain realistic calendar in line with guidelines from CEO Take notes during all key meetings and type up minutes to be checked by CEO within 24 hours of meeting Project management of actions and tasks, collate updates of progress are chase team to ensure actions completed on time Draft letters and prepare correspondence for approval as requested and required by CEO Support CEO with background research and present findings as requested Support CEO with background research and present findings as requested Support CEO with background research and present findings as requested Support CEO with background research and present findings as requested Support CEO with background research and present findings as requested Support CEO with background research and present findings as requested Support CEO with background research and present findings as requested Support CEO Support with the facilitation of key events Support atabase of key contacts and lists of key groups is up to date and well organised (on Salesforce) Support with the facilitation of key events Support sales and positive relationships with key stakeholders including MPs, professionals, people with lived experience, speakers and associate consultants To monitor e-mails and screen phone calls for CEO as requested Appropriate filing of paperwork & electronic files Organise travel arrangements and file expenses claims for CEO Effective use of Trello / Slack and shared working systems to minimise need for emails Pro-actively anticipate needs of and reactively respond to support Reno wordinator with projects as	Direct Reports	n/a
## SETTE Senior Admin & Coordinator Scale (up to £24k/year FTE)	Location	Birmingham (with significant travel) with potential for remote & flexible working
Senior Admin & Coordinator Scale (up to £24k/year FTE)	Hours	Flexible (as required to do job effectively)
To provide admin support	% FTE	0.8 FTE
* to CEO	FTE salary range	Senior Admin & Coordinator Scale (up to £24k/year FTE)
Fexual times Accountabilities Accountabilities Accountabilities Accountabilities Coordinate key meetings including national steering groups and board meetings Organise and facilitate meetings and appointments and maintain realistic calendar in line with guidelines from CEO Take notes during all key meetings and type up minutes to be checked be CEO within 24 hours of meeting Project management of actions and tasks, collate updates of progress and chase team to ensure actions completed on time Draft letters and prepare correspondence for approval as requested and required by CEO Support CEO with background research and present findings as requested Support CEO to resolve problems and feedback any issues to CEO Ensure database of key contacts and lists of key groups is up to date and well organised (on Salesforce) Support with the facilitation of key events Build positive relationships with key stakeholders including MPs, professionals, people with lived experience, speakers and associate consultants To monitor e-mails and screen phone calls for CEO as requested Appropriate filing of paperwork & electronic files Organise travel arrangements and file expenses claims for CEO Effective use of Trello / Slack and shared working systems to minimise need for emails Pro-actively anticipate needs of and reactively respond to support CEO Support Development Director with other tasks where required as agree with CEO Support wider team where required as agreed with CEO Support RRN Development director with training standards Coordinate RRN steering group and trustees meetings Fexan Spec This document provides a summary of the role but within a small team all members staff are required to be flexible to changing priorities and to undertake additional activities as requested by their line manager including supporting training and learning services	Job purpose &	To provide admin support
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Qualifications Secretarial qualification (desirable)	•	
Qualifications Secretarial qualification (desirable)	Qualifications	Secretarial qualification (desirable)

	Executive assistant diploma (desirable or willing to undertake)
Experience	Min one year as personal assistant
'	Min two years senior admin role
	Min one year in public or third sector
	Min one year in disability or health and social care organisation
	Experience of supporting people who are autistic or have been detained in mental
	health hospitals
Competencies	Highly organised and efficient
•	Maintain absolute discretion & confidentiality at all times
	Excellent IT skills
	Highly professional conduct at high profile meetings
	Personal warmth and excellent interpersonal skills
	Ability to work under high pressure to tight deadlines
	Calm professional deposition
	Highly pro-active
	Four BILD values including collaborative, pro-active and solution focused
Equal Opportunities	BILD is committed to equal opportunities and equality and does not tolerate
	harassment or discrimination
Data Protection	All staff at BILD are required to treat sensitive material confidentially and comply with
	data protection legislation
Health & Safety	All staff working at BILD are required to read and comply with the H&S policy
Review	Job descriptions may be reviewed after 6 month probation and at annual
	performance review