bi	ld
Lab. Title	

Job Title	Executive Assistant (to CEO & RRN)	
Responsible to	CEO	
Direct Reports	n/a	
Location	Hybrid- home based with occasional travel to Birmingham head office.	
Hours	Flexible (as required to do job effectively)	
% FTE	0.8 FTE	
FTE salary range	Senior Admin & Coordinator Scale (up to £25k/yr FTE)	
The salary range		
Job purpose &	To provide admin support	
summary	to CEO	
	to RRN	
Key responsibilities	Executive Assistant to CEO	
& Accountabilities	<ul> <li>Coordinate key meetings including national steering groups and board meetings</li> <li>Organise and facilitate meetings and appointments and maintain realistic calendar in line with guidelines from CEO.</li> </ul>	
	<ul> <li>calendar in line with guidelines from CEO</li> <li>Take notes during all key meetings and type up minutes to be checked by CEO within 24 hours of meeting</li> </ul>	
	<ul> <li>Project management of actions and tasks, collate updates of progress and chase team to ensure actions completed on time</li> </ul>	
	<ul> <li>Draft letters and prepare correspondence for approval as requested and required by CEO</li> </ul>	
	<ul> <li>Support CEO with background research and present findings as requested</li> </ul>	
	<ul> <li>Support CEO to resolve problems and feedback any issues to CEO</li> </ul>	
	<ul> <li>Ensure database of key contacts and lists of key groups (eg RRN) is up to date and well organised (on Salesforce)</li> </ul>	
	<ul> <li>Support with the facilitation of key events</li> </ul>	
	<ul> <li>Build positive relationships with key stakeholders including MPs, Professionals, people with lived experience, speakers and associate consultants</li> </ul>	
	<ul> <li>To monitor e-mails and screen phone-calls for CEO as requested</li> </ul>	
	<ul> <li>Appropriate filing of paperwork &amp; electronic files</li> </ul>	
	<ul> <li>Organise travel arrangements and file expenses claims for CEO</li> </ul>	
	<ul> <li>Effective use of Trello / Slack and shared working systems to minimise need for emails</li> </ul>	
	• Pro-actively anticipate needs of and reactively respond to support CEO	
	<ul> <li>Support Development Director with other tasks where required as agreed with CEO</li> </ul>	
	<ul> <li>Support wider team where required as agreed with CEO</li> </ul>	
	EA to RRN	
	<ul> <li>Lead administrator for all RRN activity</li> </ul>	
	<ul> <li>Manage calendar for RRN coordinator</li> </ul>	
	<ul> <li>Support RRN coordinator with projects as required</li> </ul>	
	<ul> <li>Support RRN Development director with training standards</li> </ul>	
	<ul> <li>Coordinate RRN steering group and trustees meetings</li> </ul>	
Scope	This document provides a summary of the role but within a small team all members of 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	
Person Spec		
Qualifications	Secretarial qualification (desirable) Executive assistant diploma (desirable or willing to undertake)	

Experience	Minimum of one year experience as personal assistant (E)
	Minimum of two years senior admin role (E)
	Minimum one year in public or third sector (E)
	Minimum one year in disability or health and social care organisation (D)
	Experience of supporting people who are autistic or have been detained in mental
	health hospitals (D)
Competencies	Highly organised and efficient (E)
	<ul> <li>Maintain absolute discretion &amp; confidentiality at all times (E)</li> </ul>
	• Excellent IT skills (E)
	<ul> <li>Highly professional conduct at high profile meetings (E)</li> </ul>
	<ul> <li>Personal warmth and excellent interpersonal skills (E)</li> </ul>
	<ul> <li>Ability to work under high pressure to tight deadlines (E)</li> </ul>
	Calm professional disposition (E)
	Highly pro-active (E)
	• Four BILD values including collaborative, pro-active and solution focused (E)
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
Date approved (sign)	2023