

## Job Description

<b>Job title</b>	Executive Assistant
<b>Accountable to</b>	The Chief Executive
<b>Key Responsibilities</b>	<ul style="list-style-type: none"> <li>• Responsible for managing the day-to-day executive assistant needs for the CEO and Senior leadership team</li> <li>• To support governance, acting as a link person for trustees and managing the arrangements for committee &amp; board meetings</li> <li>• Extensive diary and calendar management</li> <li>• Agenda creation, logistics, venue/room booking, scheduling meetings, minute taking, record keeping and action logging</li> </ul>
<b>Hours</b>	36 hours per week
<b>Location</b>	<p>We offer hybrid working and have offices in London, Glasgow, Cardiff and Belfast</p> <p>This role can be undertaken remote or office based. The successful candidate will be required to attend in person meetings at our London office (approx. 1 per month) and some travel to our Cardiff office</p>
<b>Status</b>	Permanent
<b>Requirement</b>	No
<b>Does the post involve contact with children/young people</b>	
<b>Disclosure required</b>	No

### About The Fostering Network

The Fostering Network is the UK's leading fostering charity. We are dedicated to creating a better future for fostered children and young people. We bring together everyone who is involved in their lives, leading, inspiring, motivating and supporting them to make foster care better. Together with our members and

supporters we are a powerful catalyst for change, and we have been shaping and influencing the fostering agenda for more than 40 years.

### **Role Overview**

We are looking for an efficient and highly organised executive assistant to join our charity, directly supporting the CEO and directors to ensure that The Fostering Network runs smoothly.

Your role will include managing meetings and workload; always ensuring we are operating effectively and efficiently. Ensuring the CEO is prepared and supported at all times.

You will have responsibility for organising our Board of Trustees' meetings and administration of papers and other materials.

You will have responsibility for all administration tasks required to support the senior leadership team, including taking accurate records of meetings and maintaining action logs.

### **Detailed Responsibilities**

#### **1. Chief executive and senior leadership team**

- 1.1 To handle the chief executive's daily incoming and outgoing communications: managing and arranging the diary, meetings, appointments, travel and accommodation arrangements.
- 1.2 To draft correspondence for approval.
- 1.3 To produce documents, reports, tables, charts and PowerPoint presentations as requested, using a variety of media.
- 1.4 To collate data reports and updates from across the organisation
- 1.5 To take minutes of meetings or action logs as directed by the chief executive.
- 1.6 To organise, maintain and update the chief executive's information storage systems.
- 1.7 To maintain, update and review useful address/contact and reference lists.
- 1.8 To ensure appropriate levels of confidentiality at all times and manage sensitive information.
- 1.9 Format information for internal and external communication, memos, emails, presentations, and reports

#### **2. Governance**

- 2.1 To be responsible for the collation and distribution of all agendas, papers and minutes for board meetings and committee meetings through collaboration with the chief executive and chair.
- 2.2 To be responsible for updating governance information in respect of the trustees.
- 2.3 Ensure that incoming and outgoing trustees/directors are registered with Companies House and the Charity Commission and that statutory returns are filed as required.
- 2.4 To organise the induction arrangements for incoming trustees.

2.5 To make arrangements for all board meetings including venues and accommodation.

### **3. General**

3.1 Being an active member of a collaborative team, supporting the work of The Fostering Network

3.2 Representing the organisation, often as the first point of contact for people supporting the organisation and/or attending meetings, events.

3.3 Working with other members of the administrative team to provide a high quality customer focussed support service to the organisation. This involves providing occasional cover for colleagues; helping with organisational-wide activities such as conferences; participating in internal meetings and staff days.

3.4 Undertake other responsibilities as directed by the chief executive.

3.5 Promote and support equality of opportunity and anti-discriminatory practice.

3.6 Take responsibility for one's own performance and implement a personal development plan in agreement with the chief executive.

#### **Additional Duties:**

It is the nature of The Fostering Network that tasks and responsibilities are in many circumstances unpredictable and varied. All employees are therefore expected to work in a flexible way when the occasion arises and undertake tasks that are not specifically covered in their job description.

## Person Specification

### Important note

Candidates are assessed on their ability to meet the criteria listed in the person specification. It is essential that you refer to the person specification below and demonstrate how you meet each of the criteria listed when completing the application form.

<b>Requirements</b>	<b>Essential (E) / Desirable (D)</b>
<b>Experience and Knowledge</b> <ul style="list-style-type: none"> <li>• Experience of working as Executive Assistant, Personal Assistant or similar role at similar level</li> <li>• Experience of maintaining confidential and sensitive information</li> <li>• Experience of minute taking, action logging or similar skillset</li> <li>• Knowledge of foster care or care experience</li> </ul>	E  E E  D
<b>Qualifications, skills and abilities</b> <ul style="list-style-type: none"> <li>• Strong interpersonal, written, and oral communications skills</li> <li>• Excellent MS Office knowledge (Outlook, Word, Powerpoint, Excel)</li> <li>• Diary management skills</li> <li>• Excellent organisational skills and attention to detail, with the ability to proactively anticipate, prioritize, multitask, and meet tight deadlines</li> <li>• Ability to multi-task and prioritise workload</li> <li>• Demonstrable commitment to inclusive working, ensuring equality and valuing diversity</li> <li>• Excellent written and verbal communication skills, with the ability to communicate effectively with a wide range of audiences</li> <li>• Ability to self-assess own performance</li> <li>• High levels of personal integrity and discretion</li> <li>• Excellent customer service approach to all communication.</li> <li>• Ability to show initiative - dealing with queries, making decisions and taking appropriate action - and be willing to take direction.</li> <li>• Ability to work independently.</li> <li>• Ability to collate and organise reports, data and information</li> <li>• Ability to work in a collaborative way with others, to respond willingly to requests from colleagues, deal with conflicting demands and find solutions to problems as and when they arise.</li> <li>• Excellent interpersonal skills and the ability to form effective working relationships with a variety of networks and individuals.</li> </ul>	<b>Essential</b>
<b>Values</b> <ul style="list-style-type: none"> <li>• Share our passion for improving the lives of children, young people and foster carers</li> </ul>	D

## Executive Assistant to the Chief Executive

### Additional Information

#### Pay and conditions of service

<b>Grade</b>	Band 6
<b>Salary</b>	£24,000 - £27,000 (plus £3,964 London Weighting per annum if applicable)
<b>Annual Leave</b>	25 Days plus 5 Fostering Network days (pro rata).
<b>Probationary period</b>	6 calendar months.
<b>Notice period</b>	Four working weeks One week during probationary period.
<b>Hours of work</b>	36 per week
<b>Pension</b>	Optional. Money-purchase scheme and salary sacrifice option is available with Aegon:  Employee's contribution 6%, employer's contribution 8% of gross salary or employer's contribution 4% and employee's contribution of 3% of gross annual salary.  Available to staff with contracts of over 3 months.
<b>Season Ticket Loan</b>	An interest free season ticket loan is available to all staff immediately.
<b>Trade Union</b>	The Fostering Network recognises the trades union Unite and members of staff can join if they wish