



**Rotherham
& District**

Role Description: Executive Assistant

Hours:	22.5pw
Working pattern:	to be agreed but prefer Mon to Wed
Salary:	£22,000 pro-rata
Holiday:	30 days (plus bank holidays) pro-rata
Responsible to:	Partnership & Development Manager
Closing date:	9am, 7th April
Interview date:	13th April (please keep this date free)

During the pandemic Citizens Advice Rotherham has moved to a predominantly home working model, with some staff working in the office to meet service delivery needs or for their personal welfare. Going forward this is a model we anticipate continuing with, therefore this role will be expected to work flexibly, home working most of the time, but also a requirement to be in the office on occasion.

Purpose of Post

Provide personal administrative support and assistance to the executive team.

Main Job Duties and Responsibilities

- Prepare and edit correspondence, communications, presentations and other documents
- Support the Exec Team around the preparation for audits - financial and Citizens Advice
- Assist the CEO with oversight of our GDPR policy compliance - monitoring and reporting any breaches, updating our data protection policies, awareness-raising, training and audits.
- File and retrieve documents and reference materials
- Conduct research, collect and analyse data to prepare reports, documents for funding bids
- Arrange and coordinate meetings and events when required
- Record, transcribe and distribute minutes of meetings
- Receive and interact with incoming visitors when in the office
- Recruitment administration

- Liaise with internal staff at all levels
- Interact with clients as required and oversee responses to any complaints
- Coordinate project-based work as required
- Review operating policies and practices and agree with the responsible manager any recommended improvements and changes.
- Support the preparation of board papers for standing agenda items.

Person Specifications

1. At least 2 years experience providing support at a high level
2. Proficient computer skills and in-depth knowledge of relevant software such as Google and MS Office Suites
3. Adaptable with great organisational and planning skills
4. Excellent written and verbal communication skills
5. Information gathering and monitoring skills
6. Problem analysis and problem solving skills
7. Judgment and decision-making ability
8. Able to work at pace and under own initiative
9. Great attention to detail and accuracy
10. Working well as part of a team and can maintain confidentiality

Closing date for expressions of interest is 9am Fri 2nd April. Interviews will be held on Wed 14th April.

To apply please contact jhamilton@brewsterpartners.co.uk with an introductory letter and a copy of your cv