

# Job Description



<b>Job title</b>	Executive Assistant
<b>Reports to</b>	Director, Soil Association Scotland
<b>Location</b>	Edinburgh
<b>Team</b>	Soil Association Scotland
<b>Purpose of the role</b>	<p>To support the senior leadership team in the delivery of SA Scotland's strategic objectives, by providing high level PA support and project co-ordination for cross-organisational projects.</p> <p>To ensure that the whole Soil Association Scotland team operates with effective and efficient systems to deliver programmes and core activities in order to transform the way we eat, farm and care for the natural world.</p>
<b>Key responsibilities</b>	<p><b>Operations and Strategic Initiatives</b>          Provide effective project lead coordination and delivery of strategic SA Scotland and cross-organisational projects to timeframes working with the Senior Leadership Team, including support to and delivery of:</p> <ul style="list-style-type: none"> <li>• A GDPR compliance project plan</li> <li>• A 'digital first' project, and assuming the role of IT champion for the team in Scotland, including supporting the roll out and adoption of CRM</li> <li>• Health and safety related projects and supporting the introduction of improved processes for the SA Scotland team</li> <li>• General office management/ administration projects</li> </ul> <p>Accountability for effective and responsible budget management connected to projects and general office administration equipping the office with essentials to support the team</p> <p><b>Finance</b>          Responsible for creating and maintaining robust financial administration processes across the teams in Scotland, working closely with budget leads and project officers, and the finance team in Bristol.</p> <p><b>Executive support</b>          Provide efficient, confidential and proactive PA support to the Senior Leadership Team including diary management, travel arrangements, external and internal meeting co-ordination, drafting correspondence and minute taking/ actions follow up.</p> <p>Fully participate in leadership team meetings including assisting in planning, agenda setting, scheduling, minute taking and ensuring the progression of actions.</p> <p>Provide proactive and efficient support to senior leadership team in the planning, delivery and follow up of all advisory group meetings, providing all required documentation in a timely and efficient manner, ensuring meetings run to maximum effectiveness.</p>

<p><b>Knowledge &amp; experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Experience of effective project management and supporting senior teams to successfully roll-out change initiatives across an organization</li> <li>• Substantial PA experience to an Executive Assistant level with experience of leading on project coordination and monitoring budgets.</li> <li>• Some experience of office management , delegating tasks and helping others to prioritise effectively</li> <li>• Experience of effective and accurate book-keeping and account management</li> <li>• Confident and proactive IT skills, including Microsoft Office, Outlook, Word, PowerPoint and Excel, and using CRM databases</li> <li>• Office equipment experience</li> <li>• Experience of working unsupervised in key role maintaining confidentiality and discretion</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Experience of using SAGE</li> <li>• Experience of grant funding/claims process</li> <li>• Line management</li> </ul> <p><b>Personal qualities</b></p> <ul style="list-style-type: none"> <li>• Diplomatic and assertive with the ability to engage others positively in work activity and change</li> <li>• Trustworthy and discreet with confidential and sensitive information</li> <li>• A reasoned, flexible and calm approach to change and conflict</li> <li>• Ability to be flexible in response to changing priorities and needs</li> <li>• Excellent relationship builder with a professional presentation</li> <li>• Empathy with aims and objectives of the Soil Association and a positive ambassador</li> </ul>
<p><b>Skills</b></p>	<ul style="list-style-type: none"> <li>• High level of confidentiality, discernment and judgement</li> <li>• Excellent interpersonal and negotiation skills</li> <li>• Excellent communications (verbal and written) and teamwork skills - likes to support others, encourage improvements to process and build a positive team spirit.</li> <li>• Strong numeracy skills, with a good financial understanding</li> <li>• Excellent organisational and prioritisation skills</li> <li>• Excellent project and time management skills</li> <li>• Excellent office administration skills</li> <li>• Demonstrated ability and willingness to continuously acquire new skills and accept new challenges</li> <li>• High level of attention to detail</li> </ul>
<p><b>Document</b></p>	<p>JDSA0054, version 1</p>
<p><b>Date</b></p>	<p>August 2018</p>