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**Executive Administration & Governance Officer**

Grade and Salary: Grade 5 (£25,908 - £34,604)

Location: Jubilee House, Stirling

Status: Permanent

Hours of work: Full-Time 35 hours per week/Part-time hours will be considered

Closing Date: Friday 10 June 2022

Volunteer Scotland are the only national centre for volunteering; we receive funded support from the Scottish Government and others to:

* research, demonstrate and measure the impact made by volunteers
* develop volunteer practice through training and accreditation as well as useful volunteer development tools, policies and guides
* offer a one stop digital gateway to anyone looking for volunteer opportunities
* support organisations to advertise volunteer opportunities and events online
* provide an expert disclosure service for voluntary organisations
* promote and grow volunteering through partners, funders, Government, and policy makers
* work with others to support projects, innovation and creativity in volunteering

Our Mission: “*More people volunteering: enjoyably, safely and regularly*”.

Volunteer Scotland believes that volunteering should be an enjoyable, rewarding and fulfilling experience for the volunteer; that volunteers have the right to be safe and protected in delivering their volunteering roles; and that to derive health and wellbeing benefits from volunteering requires regular and meaningful contributions of time.

Whichever part of Volunteer Scotland you’re joining, you’ll find yourself surrounded by a fantastic team, solid values, and lots of scope to grow and make a real difference. We are centrally located in Stirling with close proximity to transport links and offer a very flexible approach to working patterns.

We offer various benefits including 28 days holiday, Volunteer days off, life assurance, eye care vouchers, and an annual contribution towards learning and wellbeing. We are proud to have been awarded gold standard in our Healthy Working Lives and Investors in People accreditations.

We have an exciting opportunity for a dedicated and professional Executive Administration and Governance Officer to join our team.

Reporting to the Chief Executive Officer, you will utilise your previous PA/secretarial, senior administration and governance skills by providing efficient and responsive administrative and organisational support to the Volunteer Scotland Board, CEO and Senior Leadership Team. The successful candidate should have demonstrable experience of working in a senior administrative or PA role, supporting a board of directors/trustees.

 Volunteer Scotland is committed to equality of opportunity and welcomes applications from all backgrounds and sections of the community.

**JOB PURPOSE**

To provide comprehensive, efficient and confidential administrative support to the CEO, Board of Directors and Senior Leadership Team. You will act as key point ofcontact for Board directors and a wide range of external contacts, maintaining a professional, confidential, and responsive approach.

Provide efficient and effective corporate governance for the Volunteer Scotland board and wider organisation, overseeing the Board and Sub Committee Meetings.

**KEY RESPONSIBILITIES**

**CEO and Senior Leadership Team support**

* + Arranging internal and external meetings on behalf of the CEO, including preparing agendas, ensuring rooms are booked, refreshments organised and papers are collated, submitted and sent out on time
	+ Provide effective and high quality support to the CEO
	+ Manage the scheduling and agenda setting of Leadership Team meetings.
	+ Support managers as required in the development and roll out of new or revised organisational policies
	+ Actively support project work of the CEO and Senior Leadership Team
	+ Support the Partnerships and Communications Manager with organisational performance reporting

**Governance Support**

* Manage the administration for the Board of Directors meetings including:
	+ Provie efficient and effective corporate governance to for the Board and wider organisation
	+ Support with organisational responses to requirements of regulatory bodies, such as Companies House, OSCR and inform them of changes in the membership of our Board of Trustees
	+ Develop and lead a robust secretariat function to support the smooth and efficient operation of the Board and Sub Groups
	+ Working with the CEO and Chair to prepare, format and distribute board meeting agenda, papers and minutes
	+ Preparing meeting papers, meeting scheduling for Board and sub committee meetings
	+ Attending and minuting meetings as required, including our quarterly board Meetings, annual AGM, sub committees, and planning days.
	+ Monitoring implementation of agreed actions
	+ Support the Senior Leadership Team with the preparation of Board papers
* Support the director appointment and election process and induction programme
* Support Board workshops, including sourcing venue, setting up remote attendance and recording minutes and actions.

**Communications**

* Manage the internal and external communications for the CEO and Chair
* Support with incoming communications to the CEO and Chair

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

**KNOWLEDGE, SKILLS, QUALIFICATIONS, COMPETENCIES**

**Essential**

* Educated to HND level or equivalent/equivalent practical experience
* Proven and recent experience in a senior administrative or PA role supporting a board, including diary management, administration and correspondence and venue and travel booking
* Experience of governance responsibilities
* Excellent interpersonal skills with the ability to communicate effectively with a range of people
* Experience working alongside/supporting senior staff
* Demonstrable experience of supporting organisational governance requirements
* Excellent organisational skills with the ability to manage a complex work programme independently
* Ability to assimilate large quantities of written and verbal communication quickly and produce accurate, timely minutes.
* Ability to manage sensitive or confidential information appropriately
* Ability to write a range of business correspondence such as letters, e-mails and reports
* Highly ICT literate with good knowledge and proficiency in MS office or equivalent
* Self starter with the ability to work autonomously and to be flexible and adaptable
* Ability to analyse situations, undertake problems diagnosis, identify issues, evaluate alternatives and promote solutions

**Desirable**

* Knowledge or experience of working for the voluntary sector
* Experience of charity administration at a senior level
* Proven ability to build relationships at all levels

Volunteer Scotland is a Disability Confident employer and candidates who have a disability and meet the minimum requirements for the post outlined above, are guaranteed an interview.

Volunteer Scotland’s values (Volunteer Centred; Customer Focus; Clear vision; Equality & Diversity; Shared Responsibility; Leadership and Change) are central to all that we do, and we are ultimately looking for someone who shares these values.

**Application Notes**

**For further information and to apply please visit:**

[https://www.volunteerscotland.net/about-us/vacancies/executive-administration-and-governance-officer/](https://eur01.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.volunteerscotland.net%2Fabout-us%2Fvacancies%2Fexecutive-administration-and-governance-officer%2F&data=05%7C01%7C%7Cbf34d5dd34d84dc1dcec08da3a3b3050%7Ce4a8a5a19e1843d69ab390ec054653e2%7C1%7C0%7C637886323128884632%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=7i1SgjW%2FD1RyUXp5vP%2FQys%2BuD3IHCFDmGG7vRjs%2FfUM%3D&reserved=0)

**Website:** [**https://www.volunteerscotland.net/**](https://www.volunteerscotland.net/)