# Person Membership

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#  Job Description

JOB TITLE: Executive Assistant

COMPANY: Deafblind Scotland

BASE: Lenzie, Kirkintilloch

CONTRACTED HOURS: Full time (35 hours/week)

SALARY/BAND/GRADE: Salary Scale - 25 - 31

 (£22,784 - £27,818)

RESPONSIBLE TO: Head of Finance, Resources & Membership

ACCOUNTABLE TO: Chief Executive

**Background**

Deafblind Scotland is the specialist charity working with adults living with dual sensory loss. Our ambitions are high for members and we are therefore at the cutting edge of finding ways to support people to lead their most meaningful life.

Deafblindness can be a devastating condition that can make daily life extremely challenging and as a result, many dual sensory impaired people become isolated. Our services can make a vital difference to their lives; enabling people to regain confidence, gain vital communication skills and re-establish social connections. Some people may acquire the loss of both senses where others may be born deaf or blind and lose the other sense through conditions such as Ushers Syndrome or through the ageing process.

**Purpose of Job**

The post holder will carry out tasks in connection with the Human Resources/Information/Governance function of the organisation. The purpose of this role is to ensure the administrative requirements of the Chief Executive, Senior Management Team and Board of Directors are met and that the necessary processes are systematically implemented.

## **Principal duties and responsibilities:**

* To support Head of Finance, Resources & Membership for the administration and maintenance of the human resources function of the organisation in accordance with current employment law.
* To offer administrative support to the Board of Directors, ensuring paperwork is sent in a timely fashion to the Directors in the appropriate format e.g large print, Braille, Moon etc.
* To provide administrative support to the Chief Executive and Senior Management Team including processing of letters, papers, reports and other documents, maintaining databases and filing systems.
* To organise and attend all Board of Director meetings, Finance Sub-committee meetings, Development and other key meetings as required, for the purpose of taking minutes
* To ensure that there is a proper flow of information to and from the Chief Executive
* Support the Chief Executive to organise, plan and attend twice annually the Scottish Advisory Group on Deafblindness forums.
* Co-ordinate, create and upload content for Deafblind Scotland’s social media platforms, including Facebook, Twitter, Instagram, YouTube and linkedin, as part of an internal marketing team.
* Along with the Senior Development Leader and other project staff, collect information for, and produce Members briefings & Activity Newsletters as and when required, ensuring each individual receives the information in their individual alternative format.
* Collect information for, and produce, an E Newsletter for professionals working in the field of sensory loss approximately 4 times annually.
* Maintain and update Deafblind Scotland’s website in relation to information and newsletters.etc.
* Potential supervision duties.
* To undertake any other tasks, as deemed appropriate, at the request of the Chief Executive, Senior Management Team or Board of Directors.

**Person specification:**

**The applicant will essentially have:**

1. Excellent computer skills with a high level of expertise in Microsoft Access/Excel Databases.
2. Attention to detail and the ability to work to timescales.
3. A professional and compassionate approach to all aspects of work, reflected in attitude, interpersonal skills and work output.
4. Excellent communication, report writing skills and ability to undertake effective minute taking.
5. Ability to remain solution focussed when dealing with complex or difficult situations
6. A ‘can do’ approach and flexible attitude to all aspects of work, in keeping with working for a charity serving disabled people
7. A willingness to learn to gain knowledge and develop skills.
8. Ability to work well under pressure using own initiative and use learning from set backs to build resilience
9. Ability to work as part of a small multi-functional team.
10. A willingness to undertake occasional travel and to work outside normal hours if required.
11. The skills to research available information from a variety of sources across Scotland and identify articles, news, events etc which may be of interest or importance to members.

**Desirable**

1. Experience using Sage 50 HR.
2. Experience of HR Administration.
3. Experience of supervising members of staff.
4. Some experience of PR; copywriting; using social media for campaigning and/or marketing purposes.