

Job Description

Job Title: Executive Assistant

Hours and work pattern: 20 hours per week.

Salary: £26,006 per annum (pro rata)

Reports to: Chief Executive **Number of direct reports:** Nil

Financial accountability: Low

Base: Glasgow Office. Hybrid working from both office and from home by agreement

Purpose of Role

We are looking for an Executive Assistant to perform a variety of high standard administrative tasks to support the executive team at includem. The role will require, amongst other tasks, diary management, making travel arrangements and preparing a variety of reports.

Key to your success will be an expectation that you are well-organised, have great time management skills, with lots of common sense and to work independently. In doing this, you will contribute to the efficiency of our organisation by providing personalised and timely support to executive members, enabling the organisation to better support the children, young people and families with whom we work.

Main duties and responsibilities:

- Provide comprehensive administrative support for up to 5 executives including scheduling meetings
- Booking travel and accommodation
- Act as point of contact among executives, employees, clients and other external partners
- Screen incoming calls and distribute correspondence to colleagues as appropriate
- Effectively take minutes during meetings
- Provide timely information to our executive team, Board and external stake holders
- Format information for internal and external communications - memos, emails, presentations and reports
- Manage information flow in a timely and accurate manner
- Perform any ad hoc duties as requested by your manager to contribute to support executive members at Includem

Additional Information

There may be an occasional requirement to travel to other includem offices.

Person Specification and Requirements:

All includem employees must be legally entitled to work in the UK

Essential Skills and Behaviours	Desirable Skills and Behaviours
Upholds ethics and values while demonstrating integrity. Demonstrates and maintains highest levels of confidentiality	Consults others and shares information and expertise with them showing respect and empathy for their views.
Relates well to people at all levels.	
Easily establishes good relationships with others.	
Excellent verbal and written communication skills. Structuring information to meet the needs and understanding of the intended audience.	
Able to write clearly, succinctly and correctly avoding in a well-structured and logical way.	
Plans and works in a systematic and organised way.	
Excellent time management skills and takes account of possible changing circumstances.	
Ability to monitor own work load and work to deadlines.	
Works in a systematic, methodical and orderly way focusing on needs and satisfaction of the executives.	
Excellent puncuallity for work and meetings.	
Ability to work independently and follow instructions from others effectively.	
Able to keep to schedules and comply with legal obligations and safety requirements of the role.	
Adapts and responds well to change and different people/situations.	
Tolerates ambiguity.	
Ability to work productively in a pressurized environment. Balancing demands and coping well with setbacks.	

Essential Skills and Behaviours	Desirable Skills and Behaviours
<p>Excellent IT skills with proficiency in the use of MS office suite and relevant applications which produce reports and visual documents</p>	
Qualifications & Experience	
<ul style="list-style-type: none"> • This role would ideally suit someone with Level 6 Scottish Credit and Qualifications Framework (scqf.org.uk) • Previous experience in a similar role and sector would be a distinct advantage • Fluency in spoken & written English is essential 	