

Executive Assistant

Details

Reports to: Director of HR and Corporate Services

Salary: £32000 pa

Location: 454 Gorgie Road, Edinburgh, EH11 1FD

FTE: 5 days worked Monday to Friday – 35 hours per week.

Overview

This role is a key role in the organisation as you will be supporting the Chief Executive and Leadership team to execute the strategic plan for 2024-2030. You will be highly visible and pivotal in arranging support and access to the Leadership Team (LT) and the Board of Directors. You will Report to the Director of HR and Corporate Services, supporting the CEO, other LT members and Board members with a range of diverse tasks and activities.

The role requires balancing responsibilities of ad-hoc daily tasks with delivery of longer term activities such as projects and events.

Responsibilities

For the CEO

- Be the first line of interaction with the CEO, diverting requests to other members of the leadership team and dealing with other requests directly;
- Provides proactive diary management and meeting support to CEO;
- Organises meetings as directed by the CEO, including creating first drafts of papers, minute taking and logistics;
- Manages key governance documentation including board action log; risk register; scheme of delegation; business continuity plan; articles of association; and our 'how we work' governance overview;
- Gathers insight, information and data to assist the CEO in the development of papers and proposals as requested including supporting the production of the annual report;

For Board Members

- Supports the recruitment and induction of board members and provides support to board members such as accessing papers and attending meetings;

- Maintains and keeps up to date the 'Board' area of SharePoint and keeps board member details secure on our HR system;
- Organises the annual board away day under the direction of the CEO;
- Organises board meetings and project briefings under the direction of the CEO;

For the Director of HR and Corporate Services

- Maintains the KPI database ensuring accurate data is provided by those responsible and reviews data for compliance purposes;
- Provides support to Director of HR and Corporate Services on improvement projects and on the delivery of Impactful People;
- Deals quickly and fully with ad-hoc tasks to ensure overall administrative responsibilities of Four Square are met;
- Manages confidential information to and from stakeholders with highest level of professionalism and discretion;
- Oversight of complaints ensuring procedures and timescales are adhered to and managed;
- Supports members of the Corporate Services Directorate to understand the business and uphold the organisational values.

Behaviours

- Be a committed and trusted member of the team;
- Engage in healthy challenge and support;
- Focus on the shared goals of the organisation and be accountable for your areas of responsibility;
- Work collaboratively with team members and other colleagues;
- Role model a coaching style within a high performance culture where expectations are explicit and delivered alongside support;
- Plan work thoroughly in advance, anticipate and address challenges and communicate with others you depend on to ensure the smooth running of the organisation;
- Believe in the organisation and be an ambassador for our work.

Requirements

- Demonstratable, recent experience of providing administrative support to senior stakeholders in a fast-paced environment;
- Ability to multi-task and prioritise an everchanging workload;
- Ability to proactively resolve issues, be solution focused;
- Flexible and agile, able to provide support in challenging situations;
- Confident and skilled in work planning and delivering short and long term events and projects;

- Strong communication skills, both written and verbal;
- Ability to build relationships at all levels across the organisation and with external stakeholders;
- Detailed focus, highly organised and able to organise work with strong attention to detail;
- Advanced skills in MS Office Packages; and remote meeting technology;
- Mainly office based to ensure collaboration with stakeholders and a consistent presence in the organisation.