

Job Description

Post: GIN Office Manager / Executive Assistant

GIN (the Guidelines International Network) is a Scottish Charity, founded in 2002 to lead, strengthen and support collaboration within the guideline development, adaptation, and implementation community. Our vision is “Trustworthy and accessible guidance for better health”.

As a membership organisation, we have members globally – our role is to provide a network and partnerships for them and support them in reducing duplication of effort in guideline development. We have several Working Groups and Regional Communities, which work together to produce toolkits and publications among other products, as well as providing discussions and education through webinars. 2023 saw the launch of our journal, [Clinical and Public Health Guidelines](#). For more detailed information, visit www.g-i-n.net.

Overview of GIN Secretariat: The secretariat is a small team, which provides the management, co-ordination and administrative support to deliver the GIN strategy, as well as service to our members. All core team members support the Board and committee meetings from planning through to providing draft minutes to the chair. The secretariat team members are all home-based. Since 2020, projects have included implementing a membership management system, a new website, a full rebrand and more recently *Convene* board software.

Job Purpose: Working within the GIN Secretariat, this role will directly support the Chief Executive Officer, as well as coordinating and supporting the committees as required, implementing systems and procedures, and managing administrative projects. The postholder has key responsibility for producing accurate board and committee meeting minutes, managing the financial administration (invoices received and reporting) as well as providing support in the planning of the annual conference.

Description of core responsibilities:

- Supporting the CEO
 - Diary management
 - Assisting with the development and maintenance of project plans related to the management of projects
 - Collating data and drafting reports and presentations
 - Preparing monthly financial reports, using Xero
 - Travel research, when required
 - Supporting data collection for annual audit/financial examination
- Office management for the virtual office
 - Responsible for administration of the Office 365 account; setting up emails, shared inboxes, support for staff, setting up template documents, coordinating support for technical issues
 - Responsible for management and continuous improvement of shared filing system and internal processes including archiving policy
 - Responsible for managing all subscriptions (MS365, Survey Monkey, Convene etc)
 - Responsible for Asset Management and maintaining Asset Register
 - Ensuring GDPR/data protection compliance

- Managing special projects, as directed by the CEO
- Recording and processing invoices received, ensuring that the official approval process is followed
- Checking Board expense claims and entering them on Xero
- Ensuring processes are followed; writing and implementing new processes when systems are updated, ensuring communication with team & stakeholders
- Board and committee meetings
 - Ensuring high governance standards
 - Arranging international committee and board meetings via various online platforms
 - Maintaining an annual plan of all board and committee meetings, with key decisions/approvals required
 - Co-ordination of all committee work in line with annual plan
 - Working with committee chairs to support the scheduling of meetings, as well as preparation of agendas, minutes and drafting other papers required for meetings
 - Ensuring all meeting documents are requested, collated and distributed to participants in a timely manner
 - Supporting the CEO and Chair in preparation for in-person meetings, normally twice each year
 - Co-ordinating the mid-term meetings – budget, hotel research and contracts
 - Researching travel options and associated costs for Trustees for meeting attendance
- Membership
 - Supporting the membership manager as required in areas such as:
 - Supporting member engagement including through GIN Connect, the membership management platform
 - Supporting members with their GIN library and registry entries
 - Assisting members and pointing them to the appropriate team member for membership queries
- Conference
 - Organising and supporting the Annual General Meeting and the board meetings
 - Providing cover at the GIN booth to answer member and potential member questions

Skills, attributes, and experience:

- Minimum of 3-4 years' experience as a PA/Executive Assistant or Office Manager, supporting senior managers
- English native speaker level
- Excellent communication skills, written and verbal
- First class organisational and interpersonal skills
- Can-do, proactive attitude, anticipating challenges and ensuring the CEO and Trustees are well supported
- Keen to accept responsibility, resolving issues and only escalating when necessary
- Experience of working in a busy support department with a strong focus on customer service
- Well-developed information management/knowledge management skills
- Proven problem-solving skills

- Self-starter with the ability to work remotely from a team with minimal supervision
- Ability to set up and manage online management of files and documents
- Microsoft Office skill –Advanced level including account administration
- Financial administration including budget management – highly advantageous
- Association/membership organisation experience would be an advantage

Qualifications

- Minimum level of Higher English
- Formal business administration or similar qualification
- Microsoft super-user training would be advantageous

Key relationships:

- Reporting to the Chief Executive Officer
- Working closely with the Membership manager and Conference Project Manager as part of the secretariat team
- Regular contact with the GIN Chair and Chairs of the GIN Sub-committees
- Regular contact with members

The GIN team, while all based remotely, are in frequent contact through Microsoft Teams, providing a supportive environment.

Travel

International travel will normally be required twice per year, for the mid-term, 2-day Board meeting as well as the annual GIN Conference.