

JOB DESCRIPTION

ROLE TITLE:	Executive Support Officer
REPORTING TO:	Chief Executive Officer
LOCATION:	Hybrid, mostly home based with some work in office in Burpham, Surrey.
HOURS:	25 hours per week, worked flexibly over 5 days
SALARY:	£13.23 per hour
DIRECT REPORTS:	1 Coordinator
CLOSING DATE:	31/7/22
INTERVIEW DATE:	TBC

Surrey Care Trust is a local charity that helps people to improve their skills for life, work and learning through counselling, education, mentoring and volunteering. Our programmes support disadvantaged families in improving their chances in life. Through our programmes we are enabling people throughout Surrey to overcome the disadvantage of low skills, poor educational achievement, limited opportunities and tough financial circumstances.

We offer a broad range of programmes - support for families and their children at our **Stanwell Family Centre**; offering vulnerable and challenging young people an alternative approach to education at our **STEPS** learning centre; a free and independent youth **counselling** service for young people aged 16 – 25; **mentoring** young people and adults to help them gain confidence and make positive changes; working to bring the community together and taken action on local issues with our **Stanwell Local Conversation** project; working with the long term unemployed on our Lottery/ESF funded **Alliance and Aspire** programmes; supporting 18-24's into employment through **Steps2Work** in Woking; and creating a different environment for people to learn new skills and give something back to society on our **Swingbridge Community Boats**.

This exciting and varied role sits in the Central Programme Support area of the Trust which provides and supports the infrastructure and office services for the charity. You will be working across the programmes and be a central communication point for the organisation.

Our Vision

Surrey to be a place where vulnerable and excluded families are given the opportunity, skills and support to achieve their potential and make a positive contribution.

Our Mission

To tackle disadvantage, social exclusion and hardship in local communities. To reach out to families to equip them with the skills to improve their economic situation, to reduce social isolation and break the cycle of disadvantage.

Overall purpose of the role

The main purpose of the role is to support and co-ordinate the administration and operations of the Trust in association with the Executive Team.

Duties and Responsibilities

-Personal Assistant Duties

- To provide full professional and administration support to the Senior Executive Team, undertaking a variety of work and recognising the importance of maintaining confidentiality at all times.
- Assist leaders in managing corporate and governance deadlines
- To establish and maintain effective working links with the Board of Trustees, Patrons, Members and building relationships with a range of external organisations and individuals across the county.
- To line manage the Swingbridge Coordinator post
- To co-ordinate the operation of the Head Office including liaison with the landlord, office requirements and the implementation of health and safety and operational procedures.
- To support the corporate shared services agenda, including health and safety, safeguarding volunteer support and IT.
- To support the HR function
- Act as a key communication point of contact, both externally and internally.
- To support events in association with the marketing and fundraising team.
- To co-ordinate the operation of the Astolat Office

-Coordination of Board, Committee meetings and Governance

- To provide full and efficient secretariat service to the Board of Trustees, and other meetings as required, working with the Chief Executive to develop agendas and plan meeting content.
- To support the Chair to fulfill their duties including in the recruitment of new Trustees, including references.
- Support the Chief Executive and Deputy by coordinating the external relationship agenda of the Trust including research and logistics.
- To organize the Annual General Meeting and ensure compliance with all legal and statutory requirements, liaising with colleagues and Trustees.
- To support the Finance Manager in the return to Company House and Charity Commission.

-Quality Standards

- To coordinate the consistent delivery of quality standards, working with the leadership team, particularly in terms of ISO 9001.
- To support the organization in preparing for quality assessments, including assisting with the scheduling and recording of performance targets for the Board of Trustees.
- Other duties that may be required for the role

Person Specification

Education, Training and Work Qualifications
Educated to A level standard or equivalent, or higher
Relevant Experience
Essential
At least 2 year's experience in a senior administrative role
Desirable
Experience of the charitable sector and the required administrative returns needed
Previous experience of proof reading documents
Previous experience of supporting the administration of AGMs or similar events.
Experience of managing staff
Project management experience

Skills, Knowledge and Expertise
High level communication skills and an excellent standard of written English
Articulate and well presented
Excellent, and proven, attention to detail

Highly organised with the ability to coordinate tasks for others as well as yourself
Able to produce accurate minutes for Board and other meeting, with previous experience of minute taking and other secretariat duties
Able to work independently and cope with a varied and challenging workload
Highly IT literate
Reliable and honest and able to work confidentially in an informal environment
A high level of commitment to the position and ability to work under pressure
Self-motivated and flexible in approach
A car driver and willing to travel throughout Surrey when needed, living within a commutable distance from Burpham, Surrey.

State whether role is home-based, and the travel requirements - also whether DBS is required

For an initial discussion, or more information about this role please contact **John Downing**,
john.downing@surreycaretrust.org.uk

To submit an application please complete an application form and send it to recruitment@surreycaretrust.org.uk
– Closing date for applications is **21/6/22**