



## **JOB DESCRIPTION**

### **Executive Assistant**

#### **Job details**

<b>Location:</b>	AFF Central Office - Andover
<b>Reporting to:</b>	Chief Executive
<b>Hours:</b>	<b>Monday - Friday 9am-5pm</b>
<b>Salary:</b>	£25,379 per annum

#### **Job purpose**

Provide full administrative support to Chief Executive to ensure the efficient running and forward planning of day to day activities. The role holder will also provide administrative support for the other members of the Executive Management Team (EMB) as well as Board meetings as required.

This will be achieved through developing and maintaining good communication and working relationships with Trustees, Employees and external contacts. The EA will also identify and address the needs of the leadership team to ensure the EMB workflow runs smoothly, performing administrative tasks as required.

#### **Job responsibilities**

Responsibilities of the post include:

- Managing Chief Executive's diary, travel arrangements and file management, correspondence and document preparation.
- Responsible for scheduling meetings, ensuring that papers are available in advance and taking minutes as required.
- Book and host the Chief Executive's visitors for meetings and events.

- Prepare reports, compile and collate papers, information and statistics as required.
- Provide administrative and diary support as needed to the EMB
- Administration of various committees and Board meetings, preparation of agendas and reports in liaison with the Chair of Trustees and taking confidential minutes.
- Administration of EMB team meetings including collating and distributing agendas and taking minutes
- Conduct compliance checks on internal processes
- Assist and lead on delivery of projects, setting clear milestones, balancing competing priorities, monitoring progress and resolving any issues as they arise
- Attending and participating in AFF meetings, training and events as appropriate.
- Any other duties appropriate to the post, as required by the needs of the organisation from time to time

## Self-development, team-working and conduct

All staff members should:

- Undertake appropriate personal development, and maintain and develop skills and knowledge as determined by the Performance Review process and in contact with your line manager (subject to the availability of resources).
- Monitor and maintain a safe working environment and working practices, at all times, and report any health and safety issues or risks to the AFF H&S point of contact.
- Work as a positive team member, in accordance with AFF's Equal Opportunities and Dignity at Work policy and procedures.
- Behave in a professional manner at all times, reflecting and maintaining AFF's Core Values, and generating a positive image of AFF to all stakeholders.
- Adhere to all AFF policies and procedures to ensure these are maintained at all times.

## Knowledge, skills and experience needed for the job

- All applicants must be eligible to work in the UK.

ESSENTIAL
Excellent organisational and administrative skills with previous experience of providing support at Executive level
Outstanding communication skills with a high command of English
Strong writing and proof-reading skills and attention to detail
Excellent interpersonal skills and ability to build effective and resilient relationships at all levels and with key stakeholders while demonstrating tact and diplomacy

Strong working knowledge of Microsoft Word and Outlook with accurate and well-presented typing skills and ability to draft correspondence independently
Resourceful under pressure and ability to prioritise a demanding workload
Proven experience of servicing meetings including taking concise and accurate minutes
Ability to act credibility with integrity and diplomacy at all time
Empathy with and commitment to the aims and ethos of the AFF
Willing to work flexible hours as required
<b>DESIRABLE</b>
Experience of collating information, producing statistics and reports and issuing board papers
An understanding of good governance and compliance practice for charities
Understanding and current knowledge of Army life and its impact on families
An understanding of the impact of military and Government policies on Army families
Project Management skills - knowledge of project management methodology and best practice.
Previous experience of leading/managing a project/workstream

## What we do for you

<b>When do I work?</b>	During normal working hours, between 9am and 5pm, Monday to Friday.
<b>Does AFF pay overtime?</b>	We don't pay overtime, but we do operate a Time Off in Lieu (TOIL) policy.
<b>How much holiday do I get?</b>	We give all staff 30 days' holiday a year plus public and bank holidays (we adjust this pro-rata if you work fewer than 5 days per week).
<b>How will AFF review my salary?</b>	A pay committee, made up of Trustees and the Chief Exec (with contributions from senior managers), reviews pay annually.
<b>Will AFF help me save for the future?</b>	Yes! AFF has a workplace pension scheme, which any staff member can sign up to (staff earning more than £10,000 per annum must be automatically enrolled into the workplace pension scheme).
<b>How will AFF help with my development?</b>	Your induction will include time with your line manager, and possibly work shadowing. We offer internal training (1-2 times per year) and you will receive an annual Performance Review with your line manager.

## Job context and other relevant information

- References will be taken up on appointment
- The successful applicant must be prepared to travel to meetings as required, and to attend staff training events, which may involve overnight stays
- There will be a six-month probationary period and you will be required to sign an agreement that you will abide by the AFF Confidentiality Policy as part of your contractual obligations.
- Expenses incurred in the course of fulfilling the duties of the post will be paid in line with the AFF expenses policy

Army Families Federation is a charitable incorporated organisation registered in England and Wales with registered charity number 1176393 and a charity registered in Scotland with registered charity number SC048282 having its principal office at IDL 414, Floor 1, Zone 6, Ramillies Building, Marlborough Lines, Monxton Road, Andover SP11 8HJ