

The Landmark Trust

JOB DESCRIPTION

Job Title : Executive Assistant to the CEO
Department: Director's Office
Location: Shottesbrooke – White Waltham

Job Summary

An important and varied role combining Executive Assistant responsibilities with Office Management and administrative support to the Company Secretary within the Landmark Trust.

The mainstay of the role is to run the Director's Office and the business of the Trustees in our vibrant historic buildings and holiday lettings charity. This is a key, central position which also manages our lovely historic offices in Berkshire and provides administrative support on Company Secretary matters.

Relationships

Reports To : Director (CEO)
Directly Supervises: Reception / Office cleaner
Works Closely with: All Landmark staff
External Relationships: Trustees, auditors, solicitors, external organisations

Key Accountabilities

Director/Trustees

- Establish systems to provide efficient and accurate PA support to the Director, including diary management, correspondence, travel arrangements, minuting meetings, filing, archiving.
- Reconciling Director's expenses and credit card.
- Prepare annual calendar of Trustee and Trustee sub-committee meetings, management board meetings, kettle briefings. Draft agendas, prepare Trustee meeting packs, attend and minute meetings, progress-chase.
- Liaise with Chairman and Trustees as required.
- Liaise as required regarding arrangements for Trustees' Tours, prepare Tour pack.
- Point of contact for receipt of Accident Reports throughout the organisation, collating, informing insurers, preparing quarterly summaries for management meetings.
- Assist the Director in preparing presentations and other material for public speaking engagements.

Company Secretary administration

- Support Finance and the Company Secretary in the administration of four companies and the charity. Liaise regarding Board meeting and AGM agendas, etc.

Office Management

- Oversee the day to day running of the Head Office liaising with Departments as required re security, heating, equipment, kitchen and cloakroom provisions, garden and any other services, dealing with any problems as they arise.
- Open and distribute Head Office post daily.
- Act as overflow for telephone calls and deliveries when Reception is not staffed.
- Manage the office supplies and office facilities co-ordination.

Skills/experience:

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- Excellent computer and typing skills, shorthand an advantage.
- Demonstrable experience of being a self-starter with multi-tasking and prioritizing skills, good organization, ability to work under pressure and to deadlines.
- Capable and experienced executive assistant with high attention to detail, initiative, problem-solving, confidentiality and discretion.
- Knowledge of Company Secretarial matters.
- Facilities or Office Management experience an advantage.
- Experience of supporting a CEO and Board of Trustees or Directors in a charity or company.

Personal Qualities

- Trustworthy and discrete.
- Unflappable.
- Highly organized, efficient and motivated.
- IT proficient including Word, Excel, Outlook and Visio.
- Strong emotional intelligence, as a lynchpin figure in our charity.
- Excellent personal manner with everyone from Clarence House to junior employees.
- Excellent at prioritising.

Education:

- Minimum A Levels plus GCSE English and Maths, ideally with Administrative or Secretarial qualification.
- At least 3 years' experience in a comparable role.
- Attention to detail and excellent grammar and written English is essential.

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TERMS OF EMPLOYMENT

CONTRACT DURATION

This is a permanent position.

LOCATION

This position is based at our main offices in Shottesbrooke, near Maidenhead, Berkshire.

SALARY

£22,000 to £28,000 per annum paid monthly in arrears depending on skills and experience.

WORKING HOURS

35 hours per week Monday to Friday 9.00 am to 5.00 pm. Part time working will be considered – this should be noted on application and will be discussed at interview.

HOLIDAYS

The holiday entitlement is 25 days per annum plus statutory holidays, increasing in stages to 30 days per annum after 10 years' service.

SICK PAY

During the first three months of employment or the probationary period (whichever is the longer) you will only be paid your Statutory Sick Pay entitlement. After this period you will receive full basic pay during any sickness absence up to 20 days in any 12 month period. The Statutory Sick Pay will be included in this sick pay. Where absence exceeds seven consecutive calendar days and in certain other circumstances, a doctor's certificate will be required.

PENSION SCHEME

Provided you meet the criteria, you will be auto-enrolled into Landmark's pension scheme.

MEDICAL HEALTH

Private health insurance, currently with BUPA, can be provided when you have been with Landmark for a year.

NOTICE

The appointment is subject to satisfactory completion of an initial six month probationary period, though this may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week's notice on either side. A minimum of three months' notice in writing on either side applies after the end of the probationary period.

HEALTH & SAFETY

All staff are expected to observe all health and safety at work regulations as set out by Landmark in accordance with statutory requirements.

CONTRACT

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the details of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.