

Job Description

Job Title: Executive Assistant

Hours and work pattern: 20 hours per week.

Reports to: Chief Executive **Number of direct reports:** Nil

Financial accountability: Low

Base: Glasgow Office. Hybrid working from both office and from home by agreement

Purpose of Role

We are looking for an Executive Assistant to perform a variety of high standard administrative tasks to support the executive team at includem. The role will require amongst other tasks, diary management, making travel arrangements and preparing a variety of reports.

Key to your success will be an expectation that you are well-organised, have excellent time management skills, with lots of common sense and be able to work independently. In doing this, you will contribute to the efficiency of our organisation by providing personalised and timely support to executive members. Enabling the organisation to better support the children, young people, and families with whom we work.

Main duties and responsibilities:

- Provide comprehensive administrative support for up to five executives including scheduling meetings
- Organising accommodation and travel arrangements for executive members
- Act as point of contact among executives, employees, clients and other external partners
- Screen incoming calls and distribute correspondence to colleagues as appropriate
- Effectively take minutes during meetings
- Provide timely information to our executive team, Board and external partners
- Format information for internal and external communications - memos, emails, presentations and reports
- Manage information flow in a timely and accurate manner
- Perform any ad hoc duties as requested by your manager to contribute to support executive members at Includem

Additional Information

There may be an occasional requirement to travel to other includem offices.

Person Specification and Requirements:

All includem employees must be legally entitled to work in the UK

Essential Skills and Behaviours	Desirable Skills and Behaviours
Demonstrates and maintains highest levels of confidentiality	Consults others and shares information and expertise with them showing respect and empathy for their views.
Relates well to people and easily establishes good relationships with them.	
Excellent verbal and written communication skills. Structuring information to meet the needs and understanding of the intended audience.	
Able to write clearly and concisely in a well-structured logical way.	
Plans and works in a systematic and organised way.	
Excellent time management skills and takes account of possible changing circumstances.	
Ability to monitor own work load and work to deadlines.	
Works in a systematic, methodical and orderly way focusing on needs and satisfaction of the executives.	
Excellent punctuality for work and meetings.	
Ability to work independently and follow instructions from others effectively.	
Able to keep to schedules and comply with legal obligations and safety requirements of the role.	
Adapts and responds well to change and different people/situations.	
Ability to work productively in a fast-paced and changing environment. Balancing priorities and coping well with setbacks.	
Exellent IT skills with proficiency in the use of MS office suite and relevent applications which produce reports and visual documents	

Qualifications & Experience	
<ul style="list-style-type: none">• This role would ideally suit someone with Level 6 Scottish Credit and Qualifications Framework (scqf.org.uk)• Previous experience in a similar role and sector would be a distinct advantage• Fluency in spoken & written English is essential	