



Job Description

Job Title: Executive Administrative Assistant

Salary band: NJC Scale Point 21 (£18,638 - £20,138)

Responsible to: Chief Executive Officer

Hours: 37

Term: Indefinite, subject to funding

| C3SC Vision: A thriving, diverse and relevant Third Sector in Cardiff | |
|---|--|
| C3SC Functions | C3SC High level Outcomes |
| 1. Sector support and development | - Voluntary and Community Organisations (VCOs) are skilled, knowledgeable and well run |
| 2. Sector collaboration and co-ordination | - VCOs network and collaborate |
| 3. Sector influence and representation | - VCOs influence policies and programmes |
| 4. Volunteering | - VCOs develop innovative programmes and activities that promote active and involved citizenship through volunteering |
| Cross cutting themes | - VCOs reflect their commitment to Equalities & Diversity - VCO's reflect their commitment to social, economic and environmental sustainability |

Job Purpose

The Executive Administrative Assistant will support Cardiff Third Sector Council to deliver a quality membership and support service. The successful candidate will provide secretarial and administrative support to C3SC's CEO, senior team and Board and will have responsibility for sharing information with our members and potential members across Cardiff

using a range of media and C3SC's Website. They will be highly organised, efficient and courteous with excellent customer service, communication and team work skills.

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Key Functions & Tasks

1. Act as the point of contact between the senior team and internal/external customers
2. Deal with incoming and outgoing correspondence in accordance with procedures.
3. Receive and respond to enquiries from different sectors and from people from diverse backgrounds by phone, by email and in person, taking messages and routing correspondence appropriately, and providing general support to visitors
4. Maintain diaries, arrange internal/external meetings and appointments and provide reminders
5. Take meeting minutes and distribute meeting papers, correspondence and reports.
6. Support the Senior Management team to promote and market C3SC's member services and events
7. Arrange, coordinate and promote training sessions and events and maintain C3SC's events calendar
8. Maintain contact lists and databases, run mailings and assist in the preparation of scheduled reports
9. Develop and carry out an efficient documentation, data storage and filing system.
10. Assist in the maintenance and updating of C3SC's Information and Resources – library, website, office equipment, publicity materials
11. Ensure computer support programmes are updated as appropriate and learn to operate new office programmes and equipment, assisting and training others as required
12. Assist with basic administrative, finance and HR support duties; carry out further duties appropriate to the post in furtherance of Cardiff Third Sector Council's stated purpose.

Person Specification & Core Competencies

Skills, knowledge and abilities

1. Knowledge of office management systems and procedures
2. Proficiency in MS office (MS Word and MS Excel, in particular)
3. Up to date knowledge of websites and social media platforms
4. High level verbal and written communication skills
5. Strong organisational, planning and time management skills
6. Ability to multi-task and prioritise daily workload
7. Attention to detail and problem solving skills
8. Discretion and confidentiality
9. Be positive about working in a changing and challenging environment
10. Committed to excellence in client care
11. The ability to work effectively and flexibly as part of a team
12. Commitment to equality and diversity is essential

Other

13. An ability to speak conversational Welsh is desirable
14. Proven experience of working in an executive administrative assistant or similar position – particularly in the Third Sector - is desirable

Equality and diversity: C3SC is committed to equality and representing the full diversity of the community. Post holders are expected to understand and uphold all elements of C3SC's Equality and Diversity policies and procedures contained within the Staff handbook and its' parent policies. The post holder is also expected to promote diversity, challenge discrimination and attend annual training in keeping with C3SC's Equality Action Plan to ensure they have an understanding of developments and UK legislation around Equality and Diversity.