



Job Description

Job Title:	Executive Assistant
Reporting to:	Chief Executive
Hours:	18 hours per week
Salary:	£22,000 per annum pro rata, work pattern to be agreed (ideally spread 5 days)
Location:	Primarily office based at Orchardville HQ , 144 – 152 Ravenhill Road, BT6 8ED
Holidays:	25 days annual leave plus 12 statutory days (pro rata)
Contract:	Permanent subject to funding

Closing date for applications 30th September 2024

MAIN PURPOSE:

An opportunity for a pro-active, efficient and organised individual with key skills in administration and corporate support to step into a new role at Orchardville.

This part time role will support the Corporate Services functions within the organisation and the successful candidate will be expected to work collaboratively and flexibly as part of a team.

KEY DUTIES & RESPONSIBILITIES:

Chief Executive's Office

The post-holder will provide professional, accurate and timely administrative support for all aspects of the organisation, whilst adhering to relevant policies, procedures, and confidentiality requirements. This will include:

- As the first point of contact for the Chief Executive (CEO) Office, deal with all enquiries in a professional and courteous manner, in person or via telephone / e-mail
- Organise refreshments, equipment etc. for meetings and events, where requested
- Organise board and sub-committee meetings as instructed by CEO.
- Establishing and maintaining an efficient centralised filing system for all activities undertaken.
- Administrative support for the CEO including managing their diary and time efficiently, including the arrangement of appointments, meetings and functions.

Corporate Services Support

- General administration duties, including photocopying, typing, and taking meeting minutes as required
- Liaise with external HR support agency to ensure that all necessary records are up to date for staff and volunteers
- Administrative support at Senior Leadership Team meetings as/when required.



- Maintenance of monthly and annual staff sickness records – ensuring that same records are shared in a timely manner with finance department.
- Updating of staff annual leave allowances annually.
- Other duties as deemed appropriate by CEO

Human Resources Support

The post-holder will provide administrative support to include:

- Absence Processes:
 - Collating quarterly absence statistics and communicating to Senior Team
 - Completing a quarterly compliance audit to ensure procedures are being followed and absence is being recorded accurately.
- Holiday Processes:
 - Checking that all staff annual leave allowances are update annually.
- Maintenance of the HR System:
 - Conducting routine audits of data accuracy and information held
 - Working with external HR agency and Senior Leadership Team on any project work related to the HR System..

Other

- The post holder is expected to be flexible and undertake other duties and additional tasks that may be required due to changing priorities or circumstances within reason and competence.
- **This job description is not exhaustive and may be subject to change in line with the changing needs and demands of the organisation.**

Personnel Specification

Essential Criteria

- 5 GCSE.s (Grade A – C) or equivalent, to include English & Maths **or** NVQ Level 2 Administration
- 2 years' relevant experience working within an administration environment, preferably in an executive support function, within the last 5 years
- Proficient in the use of Microsoft Office applications including Word, PowerPoint, Excel etc.

Desirable Criteria

- A-level or equivalent standard or education, or above
- 1 years' experience of performing administrative duties within a voluntary sector/charitable organisation
- Experience of working with online or cloud-based Human Resource Information Systems.
- Current full driving license, valid in the UK, and access to a car or other form of transport which will permit you to carry out the duties of the post in full (successful candidates will be required to ensure that their insurance allows them to use their car for business purposes).

N.B: Alternative transport methods will be considered for those who have a disability and cannot obtain a driving license. Successful candidates will be required to ensure that their insurance allows them to use their car for business purposes.

Other Requirements

- The successful candidate will be required to undergo an Access NI check.



NB: Orchardville reserves the right to enhance the selection criteria in the event of an unprecedented response.

Required Behaviours

- Strong outcome focused approach with the self-motivation and confidence to succeed
- Demonstrate good organisational skills, time-management skills and strong attention to detail
- Demonstrate flexibility within role demands
- Ability to use initiative and make decisions within remit
- Ability to demonstrate good communication – including written and verbal communication skills.
- Proven track record of working within a team to achieve outcomes
- Confidentiality in all aspects of role
- Demonstrate organisational values of Empowerment, Quality, User focused, Integrity, Passion **(EQUIP)**