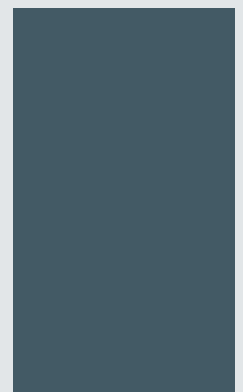
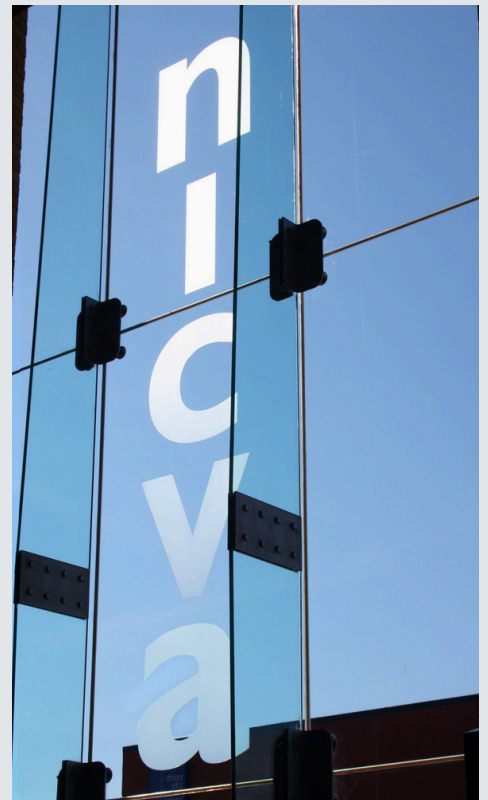




# Executive Assistant Recruitment Pack





# Welcome

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I want to extend a warm welcome to you as you consider the opportunity to become a pivotal part of NICVA.

I am privileged to serve as Chief Executive of NICVA, the leading advocate for the voluntary and community sector (VCS) in Northern Ireland. With over 1,400 dedicated members, NICVA stands as a steadfast champion of our sector's needs. Every day, I am inspired by the challenges and opportunities that come our way. Now, I invite you to take your first step towards becoming an essential partner in our organisation.

At this moment, we find ourselves poised to build on our successes and push forward into new frontiers. I'm delighted that you are interested in the role of Executive Assistant – a role that is central to supporting NICVA as we navigate this exciting path ahead. In this capacity, you will work closely with me and the Senior Management Team, ensuring that our operations run smoothly and that we remain focused on our strategic goals.

We are looking for someone who is proactive, highly organised, and capable of building strong working relationships both within NICVA and with our external partners. If you are someone who thrives in a fast-paced, mission-driven environment and are passionate about making a difference, we would be delighted to receive your application. This is an opportunity to join a dedicated team where your work will have a real impact on the lives of many.

Thank you for considering the possibility of joining the NICVA team. I look forward to connecting with you soon.

Best regards,

**Celine McStravick, Chief Executive, NICVA**



# About NICVA

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NICVA is the umbrella representative organisation for the voluntary and community sector in Northern Ireland with a membership of over 1,400 organisations. We represent our sector to government, other sectors and a range of strategic stakeholders.

We give our sector wide-ranging practical advice, support and leadership and management training in everything from HR, finance and fundraising to governance and risk.

Simply put, as well as being the voice of the sector and its most passionate advocate, we're also the one-stop-shop for everything the voluntary and community sector in Northern Ireland needs to operate, develop and grow.

*NICVA members:*



## Vision

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Our Vision is of a fair and equal society.

## Mission

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Our Mission is to provide support and leadership to create an effective vibrant voluntary and community sector.

## Values

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### Courage

We take action in the face of challenges, speak up for our sector and communities, and push the boundaries to find innovative solutions for positive change.

### Collaboration

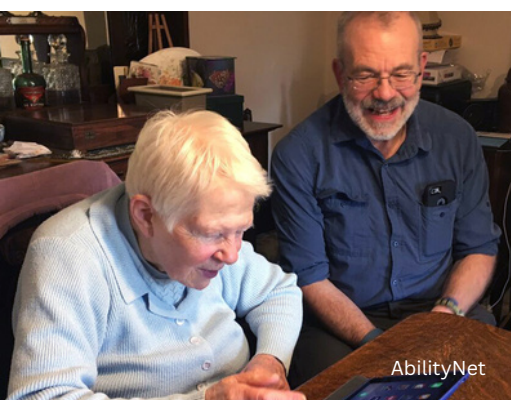
We work with others across and beyond the sector, sharing expertise and embracing new ideas to help shape our work and increase our impact.

### Caring

We act with empathy and kindness, treat everyone fairly, respect the insight and diversity of others and support each other to succeed.

### Committed to excellence

We strive for the highest standards, using data and sector feedback to continually improve and innovate.



# Role Overview and Benefits

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<b>Job title:</b>	<b>Executive Assistant</b>
<b>Responsible to:</b>	Chief Executive Officer
<b>Status of post:</b>	Full-time (35 hours per week).
<b>Salary band:</b>	£29,269 - £31,364
<b>Location:</b>	NICVA offices, 61 Duncairn Gardens, Belfast, BT15 2GB, with working from home options.

## Role Description:

To provide comprehensive administrative and support services for the NICVA Executive Committee and sub-committees, Chief Executive, the NICVA Senior Management Team and other NICVA teams.

Key working relationships: CEO, Executive Committee and subcommittees, SMT, external VCS organisations, local government.

## Key Staff Benefits:

- Blended Working (Work from Home and Office)
- Annual Leave - 25 days, plus 11 Bank / Public holidays days (rising to 30 days plus 11) Annual Leave Purchase Scheme (ability to purchase up to 5 additional leave days)
- Employee Supported Pension (Legal and General)
- Death in Service Benefit (3 x salary paid to beneficiary)
- Learning and Development Opportunities
- Childcare Vouchers
- Health Cash Plan (BHSF)
- Annual Health Checks (Chest Heart and Stroke)
- Occupational Maternity and Paternity Pay
- Occupational Sick Pay
- Employee Assistance Plan (EAP)
- Eye Care Scheme
- Cycle to Work Scheme

## Job Description

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<b>Job title:</b>	<b>Executive Assistant</b>
<b>Responsible to:</b>	Chief Executive Officer
<b>Responsible for:</b>	No line management responsibilities
<b>Status of post:</b>	Full-time (35 hours per week)
<b>Salary band:</b>	NICVA Grade F (NJC equivalent salary points 18-22). Candidates will normally be appointed at the first point of scale
<b>Location:</b>	NICVA offices, 61 Duncairn Gardens, Belfast, BT15 2GB, with working from home options
<b>Review date:</b>	September 2024

### About NICVA:

NICVA, the Northern Ireland Council for Voluntary Action, is a membership and representative umbrella body for the voluntary and community sector (VCS) in Northern Ireland. With over 1,400 members - ranging from household name charities to grass roots community groups - we lobby and campaign to advance the interests of the people and communities that our members support. We offer a wide range of practical services, products and support to our members to help them do what they do best - find innovative solutions for social challenges.

## **Role Description:**

To provide comprehensive administrative and support services for the NICVA Executive Committee and sub-committees, Chief Executive, the NICVA Senior Management Team and other NICVA teams.

Key working relationships: CEO, Executive Committee and subcommittees, SMT, external VCS organisations, local government.

## **CORE RESPONSIBILITIES:**

- Provide comprehensive administrative and support services for the NICVA Executive Committee and sub-committees, Chief Executive Officer, the Senior Management Team (SMT) and other internal Project Teams as required.
- Prepare and issue calendar invites agendas, papers and relevant information to relevant parties in a timely manner.
- Manage and coordinate the CEO diary, providing updates at the All Staff briefing as required.
- Prepare updates to Board / Company Secretarial information necessary for the completion of all statutory reporting to Charities Commission / Companies House etc.

## **SPECIFIC DUTIES:**

### **Executive Committee & Sub Committees**

- Assist in the scheduling and preparation of meetings in person and/or online. This will include the organisation of accommodation and catering as necessary.
- Collate and prepare necessary papers for meetings and ensure their punctual distribution to members and upload to shared folders for reference.
- Attend meetings of the Committee to record actions and prepare draft minutes and agreed actions for the Chief Executive's approval.
- Coordinate all correspondence relevant to the Executive Committee.
- Liaise as required between the Chief Executive and NICVA's Honorary Officers and organise meetings as appropriate.
- Organise and coordinate corporate events e.g. NICVA AGM, Board or SMT elected events, conferences and seminars.



### **Chief Executive Officer**

- Organise and disseminate material for meetings in which the Chief Executive is attending in person and online (using all the various online meeting platforms), briefing the Chief Executive on such material, and to attend and minute such meetings when requested.
- Act as first point of contact for the Chief Executive including taking phone calls and, if necessary, briefing visitors.
- Alert the appropriate member of SMT to urgent incoming matters in the Chief Executive's absence.
- Coordinate updates from CEO and SMT around internal communication of new projects or workstreams.
- Maintain the Chief Executive's diary and arrange appointments and meetings, and co-ordinate arrangements for attendance at external conferences and events including booking travel and accommodation when required.
- Manage, open, sort, prioritise and distribute the Chief Executive's mail.
- Establish, maintain and update digital and manual filing systems, including keeping NICVA's CRM (Customer Relationship Management) system up to date to record all Chief Executive activity.
- Provide audio and copy typing/word-processing services using appropriate computer packages to include Microsoft Word, Access, Excel, Powerpoint, and use of multi-media facilities to include the internet, and other specific programs as required.

### **Senior Management Team**

- Act as first point of contact for enquiries regarding information, correspondence or services and in the absence of appropriate members of the Senior Management Team, deal with queries and respond as necessary.
- Arrange appointments and meetings for the Senior Management Team as appropriate, and co-ordinate arrangements for attendance at external conferences and events including booking travel and accommodation when required.
- Draft agenda, collate papers, attend and take minutes of Senior Management Team meetings.
- Assist SMT in organising and coordinating NICVA events, appointments, AGM and staff meetings and provide administration support including inputting relevant data onto CRM.
- Support internal project teams with administrative support such as managing diaries, providing agendas, note taking etc.



### **Governance Responsibilities**

- Ensure all statutory Board and Company Secretary information is kept up to date with Companies House, Charities Commission etc., liaising with the Finance Manager as necessary.
- Assist in the planning and organisation of high-profile events conferences and seminars.
- Prepare appropriate documentation for the processing of invoices and payments related to the CEO's office.

### **Other Duties**

- Provide short-term reception relief as part of a roster system as required (e.g. during breaks)
- Comply with all of NICVA's staff policies and procedures including Equal Opportunities and Dignity at Work policies and procedures.
- Complete all mandatory training and adhere to Health & Safety at Work practices and Fire Safety guidelines.
- Contribute to the promotion of NICVA; engaging in NICVA's mission, role modelling NICVA values and striving to achieve NICVA goals.
- Contribute to the evaluation, planning and organisation of major events in conjunction with other NICVA Staff.
- Undertake such other duties as NICVA may from time to time reasonably require of you.

# Person Specification

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## Essential Criteria:

Applicants must, by the closing date of applications, have:

1. At least a Pass Grade at GCSE (or equivalent) in Mathematics and English and have at least 3 years' relevant working experience in each of the areas below:
  - a. Experience in a Personal / Executive Assistant role (or equivalent) working to a Chief Executive and/or to a Senior Manager/Senior Management Team, providing comprehensive administrative and organisational support.
  - b. Experience in complex diary management, travel booking and event planning and management.
  - c. Proven ability to produce accurate, high-quality work under own initiative.
  - d. Proven ability in building and maintaining effective working relationships internally and externally with individuals and organisations, always maintaining discretion and confidentiality.

OR

2. At least 5 years' experience in each of the areas described above at a) – d).

AND

3. Excellent computer skills including the use of the MS Office packages, Internet and email facilities as well as experience of using online meeting platforms such as Teams / Zoom to schedule, host and record meetings as required.
4. Excellent organisational and planning skills to include the ability to achieve agreed targets, meet challenging deadlines, and to plan meetings and events online and in person.
5. Excellent oral and written communication skills with both internal and external parties.

## Desirable Criteria:

1. Servicing a range of Committees at the highest levels within an organisation, including minute taking, drafting agendas, collating, and issuing papers and ensuring actions are implemented.

# How to apply

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**Closing Date for Receipt of Applications: Midnight on Friday, 18 October 2024.**

To apply, please complete all sections of the attached application form and return to NICVA by either:

**Email:** [monitoringofficer@nicva.org](mailto:monitoringofficer@nicva.org)

**Post:** The Monitoring Officer NICVA 61, Duncairn Gardens Belfast, BT15 2GB

Under Fair Employment legislation, we are required to monitor the community background and gender of those applying for jobs. You must therefore complete the equal opportunities monitoring section of the application form when applying for the post.

NICVA is a member of Employers for Disability NI and for our recruitment, we have committed to: ensuring our recruitment process is inclusive and accessible; communicating and promoting vacancies; offering an interview to disabled people who meet the essential criteria for the job (the Guaranteed Interview Scheme); and anticipating and providing reasonable adjustments as required.

We support applicants with disabilities or those with a long-term impairment or health condition, that is expected to last for at least 12 months. If you have a disability and / or require a reasonable adjustment to assist you to participate in the recruitment process it is therefore important that you include all relevant information in your application form.

If you require more information on the recruitment process, or you require information in an alternative format, please contact the Monitoring Officer at [monitoringofficer@nicva.org](mailto:monitoringofficer@nicva.org)

## Further Information

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Interviews will be held on **Friday, 8 November 2024.**

To find out more about working at NICVA, go to [www.nicva.org/jobs](http://www.nicva.org/jobs).



NICVA is the Northern Ireland Council for Voluntary Action, registered as a company limited by guarantee in Northern Ireland No. NI001792 and a registered charity NIC100012

Registered office: 61 Duncairn Gardens, Belfast BT15 2GB | T: 028 9087 7777



[www.nicva.org](http://www.nicva.org)



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