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| **Post:** | **Governance Support Administrator** |
| **Location:** | Hybrid (*a mixture of homeworking and minimum of 40% in the office in Leeds)* |
| **Contract:** | Part-time |
| **Reports to:** | Governance and Executive Support Lead |
| **Direct Reports:** | None |
| **Band:** | B |
| **Last Reviewed:** | February 2024 |

**Purpose of Role:**

At Epilepsy Action we are committed to creating a world without limits for people affected by epilepsy. All our roles contribute to achieving our ambition.

The executive support administrator is responsible for providing all administrative support to ensure the smooth running of executive functions and providing administrative support for all governance related matters.

**Accountabilities:**

* Ensuring all documentation is updated, printed and available for meetings
* Supporting the updates of information on SharePoint for the governance role
* Management of relevant inboxes and calendars
* Booking rooms and arranging meetings as required

**Responsibilities:**

**Strategy and organisational development**

* Inputs into the development of team and departmental plans and takes an active role in delivery of organisational objectives
* Positively and proactively engages with organisational changes
* Manages projects within agreed parameters
* Processing complex data, including data entry, review and monitoring consistently on agreed systems.

Administration Support

* Supporting the management of delegated correspondence and enquiries to the Chief Executive’s office and dealing with these appropriately in the Chief Executive’s absence.
* Supporting the management of delegated meetings and appointments in the Chief Executive’s diary with internal and external appointments
* Sorting and filing correspondence and other documentation and keeping up to date and accurate paper based and electronic record systems.
* Supporting the administration requirements of the Council, its committees and groups.
* Booking rooms and equipment and arranging catering and refreshments for meetings as required.
* Arranging overnight accommodation for Council members and others to attend meetings as required.
* Supporting the preparation of meeting agendas for Council and its Committees including circulation, posting and printing of documents
* Data management and entry on relevant systems
* Providing a point of contact of all executive internal questions and enquires
* Collating meeting papers and circulating these to Council Members
* Updating information and data on the Councils section on SharePoint
* Supporting the accurate and concise records including minutes, by audio recording and written notes and preparing drafts.
* Providing support for the facilitation of Council of Management processes including induction, elections, conflict of interest, nominations and volunteer hours for example.

**People and Resources**

* Responsible for planning and organising own work schedule with some limited planning and supervision
* Responsible for supporting the wider organisations volunteer strategy and will be required to communicate with volunteers.

**Governance and Risk**

* Engages with partners and others in the organisation to identify areas of risk
* Ensure all work meets the charity’s quality standards, complies with its corporate brand and with confidentiality, data protection, health and safety, equal opportunities and other legislation and established Epilepsy Action policies and procedures.
* Ensure all work is accessible and that the charity’s commitment to diversity, inclusion and equal opportunities is planned into all work in a relevant and effective manner.

**Stakeholder Relationships**

* Works with internal and external stakeholders and may be required to support and manage some relationships
* Communicates information on request to stakeholders

Other

* Expected to have or gain a good understanding of epilepsy.
* Completing any other duties relevant and appropriate to the role
* Maintain own professional networks and promote Epilepsy Action on a local and national level.

**Person Specification:**

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|  |  | **Essential** |  | **Desirable** |
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| **EXPERIENCE, KNOWLEDGE & QUALIFICATIONS** |  | * Experience of working in a charity or similar organisation with explicit governance structures * Experience of communicating with customers/clients by email and phone. * Experience of successfully developing and managing administrative systems. * Experience of using Microsoft applications including Word and Excel * Strong people skills, with the ability to deal with issues in a calm and professional manner |  | * A secretarial or administration qualification. |
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| **SKILLS & ABILITIES** |  | * Ability to type accurately and at speed. * Excellent interpersonal skills, telephone manner and technique. * Ability to work well under pressure and work effectively to strict deadlines whilst maintaining attention to detail. * Evidence of a high level of personal discretion and integrity and the ability to maintain confidentiality. * Committed to ongoing personal development * Committed to maintaining up to date knowledge and relevant digital skills * Relevant I.T and digital competencies with the ability to utilise relevant digital tools across a variety of systems |  |  |
|  |  |  |  |  |
| **VALUES & ATTITUDE** |  | * Demonstrable commitment to our vision, aims and values. * Committed to ensuring people who work with us have a positive or use our services have a positive experience and receive quality services and information * Committed to ongoing personal development and encouraging development opportunities in others * Professional work ethic: honest, conscientious, self-motivates and reliable. * Willing to travel and work flexibly and outside core hours as service/team requires to ensure smooth running of the service. |  | A black and green rectangular sign with text  Description automatically generated  **Creating a world without limits for people with epilepsy!**  **We will make a difference by being:**  **Ambitious 🞟 Inclusive Empowering 🞟 Supportive** |