

**JOB DESCRIPTION**

**JOB TITLE:** Executive Administrative Assistant

**Responsible To:** Executive Director

**Purpose of Job:** To support the Executive Director by dealing with key administrative tasks including diary management, charity governance, event planning and office administration.

**Key Accountabilities:**

- Deals with incoming e-mail and post, in order to screen data to Director. Acts on these without passing on to Director where appropriate.
- Purchasing office supplies and maintaining office equipment
- Creating and updating office policies and procedures to enhance efficiency
- Arranging meetings/business trips – flights/accommodation etc
- Diary management (including arranging meetings and making travel arrangements when necessary)
- Creating and updating office policies and procedures to enhance efficiency
- Notes and minutes of trustee and other internal meetings as required meetings
- Prepare meeting agenda and arrange board meetings
- Organises Board papers for the board and manages info on SharePoint for trustees
- Proofreads documents as required
- Provides arranges hospitality for trustee meetings and other meetings as required
- Drafts e-mails and reports for the Director's approval
- Collates information statistics reports presentations and briefs where required.
- Carries out background research for the Executive Director and presents findings.
- Answers and field any requests and queries appropriately and confidentially.
- Acts as point of contact for all external contractors and service providers
- Schedules all service and maintenance visits to the office

**Person Specification:**

- There is an occupational requirement (Equality Act 2010, Part 1, and Schedule 9) that the post holder is a born-again spirit filled believer whose Christian walk and lifestyle reflect the ethos, teaching and core values of KCM.
- In full agreement with the Mission, teaching, ethos and statement of faith of KCM
- Proficiency in Microsoft Office 365
- Excellent verbal and written communication skills
- Strong organisational skills
- Ability to work well with others
- Patience and ability to work well under pressure
- Excellent time management skills and the ability to prioritise effectively
- Strong communication skills – written and verbal
- Strong problem-solving ability
- Discreet, confidential and professional
- Project Management skills
- Excellent attention to detail
- Professional and friendly manner

**Essential****Qualifications & Other**

- Knowledge of office administration
- Business management qualification
- Project Management experience
- minimum 3 years of experience in a similar administrative position in a professional office environment (preferred).
- Fast/accurate audio and copy typing
- UK Driving Licence
- Flexibility to work weekends and able to travel with Director as required

**Disclaimer:**

This job description is not an exhaustive list of all responsibilities and duties. It does, however, reflect the principal job elements of this position.