



## Executive Assistant

**Salary:** £16,200 - £19,200 (£27,000 –£32,000 per annum FTE, pro rata)

**Duration:** Permanent

**Hours of Work:** part time (21 hour week)

**Terms and Conditions:** 6 months probationary period

15 days paid holiday per year (25 days pro rata)

Pension in line with auto enrolment

**Location:** Westminster (trial hybrid working policy in place)

**Reports to:** Chief Executive

### Job Description

Reporting to the Chief Executive you will be responsible for supporting her to implement the strategic plan of the charity. Your role is to enhance the effectiveness of the Chief Executive by providing diary management, administrative support, and information management support.

Your role will include servicing the Board of Trustees and Board Committees, to include arranging meetings, producing board papers and taking minutes.

You will lead on ensuring GDPR compliance for the Trust and provide continuing training, advice and support to the team to ensure all work is carried out in accordance with current legislation. You will be responsible for Data Access Requests and our complaints procedure, and for developing processes to ensure they are responded to efficiently and in accordance with legislation.

You will also work with the Director of Finance and Governance to ensure all operational procedures and office management matters are managed effectively so that the office is run efficiently and staff performance is optimised.

You will need to be flexible to anticipate and adapt to the needs of the Chief Executive and other teams as required and an energetic all-rounder with wide-ranging skills. You will be efficient, diplomatic and have the necessary personal skills to develop robust relationships, whilst acting with discretion at all times. You will need excellent organisational skills to establish and maintain procedures and protocols.

Key Internal relationships:

Chief Executive, the board of Trustees, (in particular the Chairman and Treasurer) the Director of Finance & Operations and other NCT staff, volunteers and interns.



Key External relationships:

The Trust's legal and HR advisers, IT consultants and other service providers.

**Key tasks:**

1. Support the Chief Executive, to include managing schedules, appointments and travel arrangements.
2. Clerk to the Trustees  
This includes but is not limited to:
  - Plan and organise Trustee meetings and Committee Meetings (either in person or virtual)
  - Write and distribute minutes of Trustee meetings, Nominations Committee and Risk & Audit Committee Meetings
  - Prepare and edit agenda and papers for the Trustee and Nominations Committee meetings

Initiate and complete administration for new Trustees and non-Trustee Committee members: organise inductions, collate relevant information needed for registration at Companies House, and maintain accurate information about Trustees and Committee Members on Raiser's Edge.

3. Arrange and co-ordinate key internal meetings (either in person or virtual).  
Governance team, full team and engagement team meetings, strategy away days. Set meeting dates, book accommodation as required, devise agendas, take and distribute minutes as required.
4. Ensure Data Protection policy updates and compliance issues are highlighted to the CEO and throughout the team as appropriate.
5. Review operating practices and suggest and implement improvements where necessary.
6. Work with the Director of Finance & Governance to ensure efficient office management including monitoring and reviewing suppliers for telephone systems, IT policy and support, insurance policy and supervision of our cleaning contractor, etc. Retendering contracts where necessary.
7. Information management  
File and retrieve documents relevant to operational processes and practices of the NCT, including planning and strategy documents.  
Email inbox management – implement efficient filing and retrieval systems for the Chief Executive.  
Provide best practice guidance to the NCT to ensure the shared drive and IT systems are maintained as efficiently as possible.
8. Administration of recruitment of and interview processes for new staff members.
9. Manage work placements of interns and volunteers.
10. Assist with monitoring and revising HR policies and procedures as required.



11. Provide assistance with supporter services duties when required at busy times, including answering the phone, dealing with the post, administration of Friends membership, donor and appeal thanking.
12. Undertake such other duties as reasonably requested by the Chief Executive.

### **Further information**

This is a part-time post and the basic hours are 21 per week, with the opportunity for these hours to be worked flexibly to suit the postholder. It is based at the National Churches Trust's offices in Westminster but may occasionally require travel elsewhere in the UK.

It should be borne in mind that the National Churches Trust comprises a small staff, and you should be prepared to work as part of that team to ensure the delivery of the organisation's operations and objectives.

The basic salary is negotiable, depending on experience. The Trust operates a group personal pension scheme and pays 10% employer's contribution for all eligible employees.

The annual leave entitlement is 15 days (25 days pro rata), in addition to relevant national public holidays. Other general terms and conditions are set out in the staff handbook which is issued to all employees on appointment.

***For people who love church buildings***