

Job title: SCQFP Executive Assistant

Contract: Permanent, 35 hours per week

Location: SCQF Partnership offices Glasgow city centre with some homeworking

Salary band: £27,212 starting salary with progression up to £36,000

Reporting to: Chief Executive (CEO)

Managing: Part time Administrator (school academic year)

Job purpose

Working closely with the CEO, the postholder will provide crucial and confidential executive support to the CEO and Heads of Service whilst delivering key administrative functions necessary for the smooth operation of the office, organisation and its services.

Responsibilities

- Provide executive support to the CEO and Chair by managing diaries, meetings in person and online and their travel arrangements
- Provide secretarial/ administrative support through producing correspondence and formal reports
- Support the CEO with all administration of all Board business, including minuting of meetings
- Updating of the SCQFP Business Continuity Plan, Risk Register and other office related procedures
- Oversee provision of office IT systems, equipment and cyber security, liaising with IT support provider
- Manage and optimise effective use of the organisation's Contact Management System (CRM), ensuring compliance with GDPR legislation
- Manage and monitor contracts with key operational service providers and landlord, ensuring value for money.
- Manage office administrative function and supervise the Office Administrator, covering for the role in their absence
- Ensure compliance and keep up-to-date with key Health and Safety and Fire regulations for office and homeworking, including staff training.

Person specification

This role would suit a person with SCQF Level 7 equivalent skills or experience

Essential criteria

The postholder will:

- have previous experience of personal or executive assistant support
- be adaptable and solution focused
- enjoy managing and resolving conflicting demands in order to deliver operational efficiency
- have experience of minute taking and the preparation of committee papers
- have strong planning, project management or organisational skills
- enjoying being part of a wider team taking a collaborative approach to problem solving
- have excellent interpersonal and communication skills
- be very competent in the use of MS Office packages and cloud- based storage solutions, including Word, Mail merge, Excel, Sharepoint and MS Teams (or similar VC platform)
- have a track record of operationalising and improving key office tasks
- be experienced data management and producing reports

Desirable criteria

- experience of managing and developing Contact Management Systems (we use Beacon and Mailchimp).
- knowledge and understanding of GDPR compliance and cyber-security
- experience of event management support
- experience of facilities management for an organisation
- understanding and implementing risk management policy