

Strathdearn Community Developments



Job Description for Executive Assistant to the Chairperson and the Board of Directors

Job Description:	Executive Assistant to the Chairperson and the Board of Directors (including the White River Trading (WRT) Board and Moy Sub-committee).
Reports to:	Chairman and Board of Directors.
Job Purpose:	To provide the Board of the Strathdearn Community Developments (SCD) company with assistance and support in:- • the day to day operation and management of the business; • setting and delivery of business objectives and • the delivery of their project work With personal responsibility of overseeing administration and process adherence to at all times.
Role:	21 hours per week. Evening working included. Flexible hours and working from home (office based when suitable).

Key Responsibilities:

1. To support the SCD Board and members in the management of SCD.
2. Arrange and attend Board meetings, AGMs, EGMs, community meetings and any other meeting as required and by agreement with the Board.
3. Provide administrative support through the organisation of Board (and committee) meetings, issuing the relevant papers, recording of minutes and Board actions, filing documents online, providing the final documents for presentation on the website and issuing timely reminders to the Board on their actions.
4. Maintaining the SCD website and Facebook page, responding appropriately and filtering requests from the community to SCD.
5. Provide administrative support through the organisation of community meetings, collating and printing the relevant documentation, recording minutes, filing documents online and providing the final documents for presentation on the website.
6. Organise attendances and accommodation at external conferences, away days and other meetings as required.
7. Liaising with Directors on SCD projects (current and new) as required and prioritising and managing tasks. Undertaking research, compiling funding applications and reports, licence applications and entering awards.

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8. Procurement for projects (and operational team) as required, liaising with suppliers and providing appropriate VAT invoices to the Company Secretary.
9. Responsible for the maintenance of the risk management/scope of work register.
10. Work collaboratively with the WRT Board, Chief Operating Officer (COO), Company Secretary, The Strathtearn team and Shop Manager when required.
11. Organise recruitment advertising, selection administration and training and development of the operational staff as required.
12. Assist with the communication and advertising of community events and organising of events as and when required.
13. Liaising with the Community Council, the Charitable Trust and the Highland Council where necessary.
14. Coordinate external media and social media content on behalf of SCD, WRT and Moy Sub Committee.
15. Assist with local marketing activities, such as designing and printing posters and leaflets.
16. Organise external Board visits, as required.
17. Assist Board Directors with strategic projects and undertake operational projects as required.
18. Undertake any other duties which may be reasonably required.

Person Specification

Criteria	Essential	Desirable
Education & Training	At least 2 years experience working as a PA/Executive Assistant (or similar) or in a senior administrative role.	
Skills & Experience	Adaptability: Adapts well to changes in assignments and priorities. Action Orientated: Takes action without being asked or required to, is proactive and takes prompt action to accomplish tasks. Planning and organising: Able to plan, organise and direct own work. Team working: Works co-operatively with other team members. Participates as an active and	Full UK driving licence or access to driver if disability prevents driving.

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	contributing member of a team to achieve team goals. Work standards: High level of effort towards completing tasks in a timely manner. Works with minimal supervision and is motivated to achieve. Communication: Excellent communication skills – verbal, written and presentational. IT skills: word processing, spreadsheets, databases, PowerPoint.	
Personal Qualities	• Extremely organised • A self starter • Adaptable • Enthusiastic • Focus on teamwork but able to work on own initiative • Good time management • Resilient • Multi-tasker • Calm under pressure • Efficient and pro-active approach • A strong communicator at all levels	

SCD values are:

Commitment: be the best you can be to exceed expectations.

Trust: share knowledge and communicate openly and often; act with honesty and integrity.

Respect: listen, value others and give respect freely.

Effective Teamwork: support, share and inspire.

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