



*The Resource Centre, Sandgate, Penrith. CA11 7TP  
Landline: 01768 867629  
Mobile: 07554 370823*

Registered Charity No. 1177317

## JOB DESCRIPTION & PERSON SPECIFICATION

<b>Role</b>	<b>Executive Assistant</b>
Reports to	Chief Officer
Works with	Trustees, Chief Officer, Triple A staff and volunteer team & Independent Accountant
Salary	Starting salary £21,500
Hours	Full time across 5 weekdays
Location	Based in Penrith
Contract	Initially 12 months, subject to completion of 4-month probationary period (As with all small charities, our existence is subject to securing funds – but our intention is that this is a long term, key role).
Annual Leave	25 days per annum, plus Bank Holidays
Start Date	Immediate

### **Overall purpose of job**

The post's main function is to provide proactive, confidential, and high-quality executive support to Chief Officer and to assist with co-ordination of strategic activities (operations, projects, budgets and planning) and to ensure timely flow of information to and from the Chief Officer's office.

### **Key Objectives**

1. To provide effective administrative support across Triple A's office operations and programmes
2. To provide effective financial support including oversight of data entry, processing of payments in and out, bank reconciliations, budget monitoring.
3. To handle details of a confidential nature, prioritising communications, and opportunities from external and internal sources.
4. To use own judgement, organise the Chief Officer's schedules and priorities to support cross-functional co-ordination of the whole organisation.

This is an opportunity for a highly motivated and organised person to join an award-winning, growing organisation that operates across the County of Cumbria. Working closely with Chief Officer and supporting the Triple A team, you will assist with the management and co-ordination of Triple A operations.

You will have experience of a similar role, strong interpersonal skills together with excellent attention to detail and a flexible and proactive approach. The post is office-based although there may be opportunities for occasional travel across the county.

## **Triple A's Objectives, agreed with Charities Commission as:**

The promotion of social inclusion for the public benefit amongst autistic individuals and their families who are socially excluded from society, or parts of society, as a result of being autistic by:

1. raising public awareness of the issues affecting autistic individuals and their families, both generally and in relation to their social exclusion
2. provide education opportunities and information to support and enable autistic people and their families to maximise educational, social, and economic opportunities
3. providing social and recreational facilities and opportunities for autistic people and their families
4. provide workshops, forums, mentoring and general support for autistic and non-autistic people

## **KEY RESPONSIBILITIES:**

To support the Chief Executive with the efficient management of the growing charity.

The role and responsibilities will inevitably evolve as the charity does, but will include organisational administration, financial administration, budget management, organisational development, change management, board support, managing relationships and deputising for the CE as appropriate

## **GENERAL RESPONSIBILITIES:**

### Office and Programmes Administration:

- General office duties including maintaining and developing filing systems (hardcopy and electronic), ensuring a tidy and organised working environment.
- Assist Chief Officer with HR processes including payroll
- Assist Chief Officer with support across Triple A's events (for example training, meetings, conferences) including booking, marketing, and logistics, securing best value from suppliers, and providing first point of contact for queries.
- Support communications through social media and website updates
- Data handling in line with legal requirements

### Health and Safety:

The post holder is required to carry out the duties in accordance with the Company's Health and Safety policies and procedures.

### Diversity:

The post holder is always required to have due regard to equal opportunities, and to work in a fair and reasonable manner towards all people, ensuring service standards are maintained for all cultures.

### People Management:

To support the Triple A team and any staff for whom you are responsible in the pursuit of their training and development needs, so they are able to meet fully the objectives of Triple A and their own personal development and potential.

### Quality

To support Triple A in striving to create a genuine co-production culture with total commitment to quality.

### Other Duties

The duties and responsibilities in this role profile are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside the general scope of this grade of post will be mutually agreed with the post holder.

### Safeguarding Statement:

We are committed to safeguarding and promoting the welfare of autistic adults and young people and expect all staff to share this commitment.

## SKILLS AND ABILITIES

Essential	Desirable
<ul style="list-style-type: none"> <li>• Excellent communication and interpersonal skills to work across all levels of the organisation and externally</li> <li>• Proven ability to write clearly, logically, creatively, and succinctly with proven oral communication skills</li> <li>• Proven ability to work collaboratively with internal individuals/teams and external parties in a fast-changing environment</li> <li>• Excellent organisational and time management skills</li> <li>• Extensive experience in administrative, including servicing meetings (minute taking, preparation, etc)</li> <li>• Ability to identify issues and deal with risk factors</li> <li>• Performance management and reporting</li> <li>• Understanding of financial planning, financial controls and resource management</li> <li>• Professional demeanour and ability to defuse emotional situations in a clam manner</li> <li>• Flexible and adaptable in approach to working hours and job tasks</li> <li>• A positive, 'can-do' attitude who enjoys working as part of a busy environment</li> <li>• Proven ability to represent the Chief Officer (or similar role) and the organisation when required/requested</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to undertake internal audit function</li> </ul>

## KNOWLEDGE, EDUCATION & QUALIFICATIONS

Essential	Desirable
<ul style="list-style-type: none"> <li>• High standard of education/qualification</li> <li>• Highly numerate</li> <li>• Computer literate</li> <li>• Highly proficient in Microsoft Office Suite programs</li> <li>• Knowledge of local stakeholders and priority groups</li> <li>• Budget management</li> </ul>	<ul style="list-style-type: none"> <li>• Programme/ Project management</li> <li>• Knowledge of various grant programmes</li> </ul>

## EXPERIENCE

Essential	Desirable
<ul style="list-style-type: none"> <li>• Work-related experience supporting Chief Officers or similar role</li> <li>• Work-related experience of developing reports, monitoring budgets, business plans and/or annual plans</li> <li>• Developing and maintaining management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Management of external contracts such as Service Level Agreements</li> <li>• Developing outcomes metrics for programme reporting</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to work as part of a team</li> <li>• Resilient</li> <li>• Ability to work on own initiative to achieve results</li> <li>• Calm under pressure</li> <li>• Fair</li> <li>• Compassionate</li> <li>• Open</li> <li>• Problem solving approach to work and challenges</li> <li>• Flexibility to work outside core hours as needed to meet the requirements of the role</li> <li>• Excellent attention to detail and accuracy</li> <li>• Willingness to learn and adapt to make sure working practices are accessible and inclusive for autistic individuals</li> </ul>	<ul style="list-style-type: none"> <li>• Quick learner</li> <li>• Experience of working in the voluntary sector in the UK, or a solid understanding of at least how one operates</li> <li>• Experience of autism or working with people on the autism spectrum</li> </ul>
<b>ANY OTHER REQUIREMENTS</b>	
Essential	Desirable
<ul style="list-style-type: none"> <li>• Ability to represent Triple A throughout Cumbria, the UK and internationally as and when required</li> <li>• Ability to cope with the challenges associated with the role.</li> </ul>	<ul style="list-style-type: none"> <li>• Lives within reasonable commuting distance of Head Office located in Penrith</li> <li>• Knowledge of Cumbria and its challenges and opportunities</li> <li>• Driving licence or ability to travel independently</li> </ul>

## TO APPLY FOR THE POST:

Please read the application form carefully and complete and submit it in accordance with the instructions on the form. It is very important that you complete the application form correctly, particularly the personal statement.

### **Incomplete forms or CVs will not be accepted.**

Completed application with electronic signature should be sent to Helen Storey:  
[helen.storey@tripleproject.org.uk](mailto:helen.storey@tripleproject.org.uk)

Paper copies can be posted to Triple A, but they must arrive before the deadline.

The deadline for applications is midday 14<sup>th</sup> December 2020  
Interview scheduled for 21<sup>st</sup> December 2020 at Triple A base, Resource Centre, Sandgate, Penrith. CA11 7TP.

The role and organisation are both hard to capture on paper. We would strongly advise you to call for an informal chat prior to completing your application. One of our trustees, Murray Winters, is available and you can book a time with him at

<https://calendly.com/tripleproject/executive-assistant-conversation>

In the case of any difficulty with the system, call Helen Storey, Chief Executive, on 07554 370823 and she will arrange an appointment with Murray. The interview process will involve an interview panel with questions.



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High Sheriff Award 2020  
Police & Crime Commissioner Outstanding Community Project Award 2020  
FCST Peter Scott Award for Outstanding Contribution to Charity 2019  
Diverse Cumbria Community Group Champion of the Year 2017