

**Executive Assistant & Governance Officer**

**Role description and person specification**

**Overview of the role**

You will provide proactive and efficient secretariat and administrative support to the Leadership and Non-Executive Teams, working closely with the Leadership Team to support the fulfilment of their day-to-day tasks and strategic objectives.

The role includes supporting and organising meetings and reports, and minuting of executive meetings. In addition to general PA and administrative duties, you will provide a cohesive secretariat function to support the smooth and efficient operation of the Mind THNR Board and its sub-committees.

You will work closely with the Leadership Team to set agendas, monitor action logs, and provide a high level of support to the Board. You will share collective responsibility for supporting the delivery of business objectives, through active engagement and collaboration with colleagues at all levels in the organisation

**Role Description**

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| **Responsibilities** |

## **Executive Assistance and Management**:

* Provide strategic, tactical and administrative support to the CEO in the management of key relationships, including stakeholders such as MindTHNR trustees and the Committees.
* Liaise effectively with Mind THNR’s staff, actively contribute to streamlined and improved operations, facilitating project management including regular Mind THNR Business plan and project updates.
* While the CEO manages her own diary and administrative tasks, you will provide some administrative support to her.
* Support the CEO in the monitoring of senior leadership priorities and actions, tracking progress and providing updates to the CEO and the Leadership Team on a regular basis.
* Prepare and/or updates reports, correspondence and other documents as requested.

## **Administrative & Governance Support:**

* Coordinate and organise administrative support for all Board meetings and Board papers, including diary management, agenda drafting, minute taking, and any other practical arrangements required.
* Acting as a key point of contact for the Trustees and enabling their active involvement with the organisation.
* Facilitating trustee recruitment and induction, ensuring all new trustees are able to access the information and tools needed to work effectively and maintaining a record of their onboarding and conflict of interest information.
* Actively coordinate tasks and monitor progress for critical projects and initiatives, ensuring effective communication among team members and stakeholders.
* Actively set up and maintain efficient administrative systems, including databases with regular updates on contact information
* Assist with HR process as and when required for low level maintenance of crucial business activity.
* Contribute to development and updating of Mind THNR policies and procedures and keeping abreast of wider changes across the organisation
* Support the Director of Finance and Finance officer with office management tasks to ensure that Open House is maintained to a high standard
* Work with the CEO to ensure that Mind THNR complies with Charity Commission regulations

**Support for Team Colleagues:**

* Work closely with the Leadership Team to enable better business planning and communication.
* Work across the organisation communicating with and updating colleagues on behalf of the Leadership Team to support the delivery of objectives and actions.
* As a company credit card holder for Mind THNR order and pay for supplies, when required, logging all appropriate information and documents.
* In the spirit of positive team working, willingly lend support to colleagues and members of our volunteer community, when possible, in their times of pressure and demand.
* Proactively explore ways to continuously improve the effectiveness of your role in order to support the delivery of Mind THNR outcomes

***This job description is not exhaustive. The postholder may be asked to take on additional responsibilities and tasks which are in scope of the role.***

**Person Specification.**

**Criteria**

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| **Supporting** **senior leaders** | **Essential/****Desirable** |
| Proven experience working as an executive PA in a complex and high paced organisation | E |
| Ability to support leadership on the effective management of organisational change programmes and projects | E |
| Having the willingness and ability to enable changes to take place in the most productive way | E |
| Experience of working within a project (staff and/or volunteers) within resources and to timescales | D |
| Ability to multi-task, work within tight and sometimes conflicting deadlines and prioritise work appropriately | E |
| **Governance experience and understanding** |  |
| Proven experience providing secretariat support at Board level, including agenda setting and minute taking | E |
| Understanding of good governance principles and the statutory requirements of a Charity | D |
| Proven experience monitoring Board and subcommittee action logs and activities | D |
| **Communication experience and skills** | **Essential/****Desirable** |
| Proven communication skills (written, listening and verbal), including ability to provide clear instructions to stakeholders in a supportive, encouraging & professional manner | E |
| Proven administrative skills, including formal and frequent minute taking | E |
| Excellent attention to detail, high level of accuracy, methodological approach and strong in record management with sound numerical skills | E |
| **Other experience and knowledge required** |  |
| Strong level of experience in Business Support, Executive Assistant or similar role  | E |
| Excellent level of competence in Microsoft Office365 including (Outlook, Word, PowerPoint, Excel, MS Teams and Office 365 SharePoint) | E |
| Knowledge and understanding of the Data Protection Act 2018 | D |
| Ability to maintain high level of confidentiality in respect of information/ documents/projects being produced/undertaken and to exercise discretion | E |
| Ability to be office based on approximately three days per week and to work flexibly including some early evenings to support Board and Committee meetings | E |
| Ability to work under pressure and meet deadlines | E |
| A demonstrable commitment to equity, diversity and inclusion. | E |
| A good understanding of the mental health field and a sensitivity and awareness of the needs of those facing mental health challenges. | D |

It is essential that you can demonstrate how you meet the essential criteria for this role, in your supporting statement.