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| Job Title: | Executive Assistant to Clinical Director |
| reports to: | Clinical Director |
| Job location: | Luton/Bedford/Milton Keynes and Remote Working |
| Hours: | 3 days per week |
| Contract: | Permanent |

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| **Job Purpose:** |
| To provide senior executive and strategic administrative support to the Clinical Director (CD) facilitating coordination across activities and processes and ensuring the smooth running of Caraline’s executive decision-making and governance bodies.  This will include taking a lead on the following specific tasks:   * Coordinating, minuting and tracking actions agreed in Executive Team meetings. * Coordinating, minuting and undertaking the administrative organisation of meetings and other activities associated with Caraline’s Board of Trustees. * Coordinating and minuting other key organisational working and/or steering groups, as agreed with the CD, Management and Trustee Team * Providing other general administrative support to Management and Trustees Team members, as appropriate and with the agreement of the CD. * Exploring and developing funding streams for Caraline’s future income. |
| **Duties and Responsibilities:** |
| * Developing and rolling out a strategic plan for the Charity. * Support the CD and the Board of Trustees in fulfilling their roles in governance, leadership and management of the organisation * Assist the CD in maintaining good relations with external contacts and networks. * Explore opportunities for funding working with the Finance Officer. * Supporting the Finance Officer when required. * Writing bids to secure Caraline’s income stream. * Establish strong contacts’ and relationships with corporate bodies. * Networking and raising the profile of Caraline in the local community and beyond. * Setting up all systems necessary to promote the development and progression of Caraline as a recognised leader in its field of working with those living with Eating Disorders. * Setting up systems to track delivery of Caraline’s services for reporting purposes. * Organise and streamline Caraline’s SharePoint account. * Organise and administer key governance and management meetings as appropriate, including the timely distribution of papers to members and ensuring meeting rooms are ready and in good order. * Organise Board meetings (including those of its sub-committees) under the instructions of the CD and Chair of Trustees on agendas and meeting papers, and support trustees as appropriate. * Take minutes and track action points at Board meetings. * Organise the agendas and take minutes of other key governance meetings e.g., NHS England, CAMHS and CEDS and monitor the fulfilment of all action points. * Provide occasional administrative or coordination support to other Executive Team members, as appropriate and agreed with the CD (e.g., helping organize meetings, booking travel, taking minutes etc.) * Assist the Board of Trustees when required. * Assist in the production of annual planning documentation for presentation to the Trustees. * Update and maintain Caraline’s Website and Portal. * Compile and maintain an organisational calendar of key dates and organise appropriate events e.g., Eating Disorder Awareness Week. * Be ready and prepared to play a designated part in the Crisis Management Team in crisis response. * Hold responsibility for and act as point of contact for   + GDPR related activity.   + All Caraline Policies and Procedures * Coordinate the scheduling of annual compliance health-checks * Contribute to team-wide communications and knowledge management and participate in organisation-wide events and discussions on related topics/projects. * Assist various team members with any other tasks as may be reasonably required. * Provide administrative cover when other staff members are sick or on leave. * Diary management; handling correspondence; setting up conferences and Skype/Zoom/WhatsApp calls; maintaining a contact database. * Roll out Caraline Social Media Accounts. * This is not an exhaustive list and the role holder may be asked to support and undertake other tasks as and when necessary. |
| **Location and working arrangements:** |
| * The role can be carried out remotely. But post pandemic the postholder would be required to attend the offices in Luton/Bedford/Milton Keynes on at least one day per week as well as other events and meetings as requested by CD. |

**PERSON SPECIFICATION**

**Essential Requirements:**

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| * Experience working at Board level. * Proven ability in the preparation of meetings and other professional gatherings, including the management of multiple calendars. * Strong Track record in Sales and Management as well as ability to administrate the process. * Excellent written and communication skills, including the ability to draft high-level documents, including correspondence, bids, contracts and funding opportunities. * Excellent interpersonal skills, including cultural sensitivity and discretion in dealing with confidential or sensitive information. * Empathic interpersonal skills, including team working, liaison and ability to be persuasive when progress-chasing other staff, managers and trustees. * Excellent computer literacy, including the use of Microsoft Teams * Proven organisational ability, time management and work planning. * Ability to meet deadlines under pressure and calmly manage several competing priorities. * Experience of undertaking key administrative and management roles * Commitment to the mission and values of Caraline. * Ability and willingness to occasionally work outside normal office hours. |

**Desirable Requirements:**

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| * Experience of working in or liaising at international level. * Management/Supervisory training/qualification. * Counselling Skill qualification. |