

Administrative Assistant

VACANCY REFERENCE CODE: 67/2019

Please quote this code on the application form

'You think your pain and your heartbreak are unprecedented in the history of the world, but then you read. It was books that taught me that the things that tormented me most were the very things that connected me with all the people who were alive, or who had ever been alive.'

James Baldwin

- **Based:** Calderstones Mansion House, Calderstones Park, Liverpool, L18 3JD
- **Salary:** £15,500 - £17,000
- **Hours:** Full Time (35 hours a week Mon – Fri, with occasional weekend work required to support with events)
- **Contract:** Permanent
- **Annual Leave:** 30 days per year plus bank holidays

About this role:

We are looking for a caring and committed person who can provide administrative, secretarial and practical support to the Executive Assistant and Directors Group.

Duties will be varied, including taking minutes at meetings, diary management and working with the Executive Assistant in supporting the Directors Group. The role requires a resilient individual who can both assist others and act on her/his own initiative, using common sense and discretion, while working to tight deadlines.

This role could be right for you, if you:

- Want to gain an understanding of our work, across the breadth of the organization
- Are keen to develop new skills
- Are highly organised and able to organise others
- Are good at prioritizing, understanding the significant or pressing elements in an evolving situation
- Look for innovative solutions to problems

Key responsibilities:

- Support the Executive Assistant in providing organisational, administrative and secretarial support to the Directors Group
- Work with the Chief Operating Officer & Director of Finance to keep the risk register live and up-to-date
- Support the Executive Assistant, helping with administration tasks relating to our governance processes and events planning
- Providing diary management support for Directors, including scheduling meetings and room bookings

- Assist with the co-ordination of high-profile visitors to The Reader
- Undertake general secretarial duties including document generation and collation
- Make travel and accommodation arrangements for Directors and Trustees
- Submit expenses and purchase order forms to the Finance Team following requests from the Executive Assistant or Directors Group
- Maintain electronic filing systems and help ensure key data records are up to date
- Provide administrative support to other departments where agreed by your line manager
- Any other duties that may be required as part of the role as requested by the Executive Assistant or Chief Operating Officer & Director of Finance

Person Specification

<p>Knowledge/ Technical Skills/Experience</p>	<ul style="list-style-type: none"> • A good learner (E) • Excellent communication skills, both verbal and written (E) • Has the ability to use own initiative, can demonstrate practical common sense, and work independently (E) • Has emotional intelligence and emotional resilience (E) • Good at prioritising (E) • Understand the necessity of dealing carefully, and within data protection legislation, with confidential matters, including handling both personal and business-critical information (E) • Competent and experienced with Microsoft packages (E) • Experience of working in an administrative role previously (D) • Experience of diary management (D) • Experience of working in a charity setting (D)
<p>Special Circumstances</p>	<ul style="list-style-type: none"> • Shares our ethos and values (E)

* E = Essential D = Desirable

How to Apply

Note. Please do not just send in a CV. We will only consider applications that adhere to the following process -

Visit www.thereader.org.uk and select the 'Get Involved Section' where you will be able to view the full job description, recruitment pack and download an application form. Please complete the application form and submit to kateharrison@thereader.org.uk

Deadline for applications: Monday 9th September 2019, 9am

NB: applications arriving after **9am** will not be considered

Selection Process: If successful at shortlisting you will be invited to attend a panel interview. You may be required to complete a selection task at the interview if this is the case you will be informed of this prior to the interview date.