



# **THE ALNWICK GARDEN**

## **JOB DESCRIPTION**

for

*Executive Assistant and Office Manager*  
2021

Signed off by: .....

Agreed by: .....

# **The Alnwick Garden**

## **Job Description**

### **Post Details**

<b>Job title:</b>	<b>Executive Assistant &amp; Office Manager</b>
<b>Directorate:</b>	<b>The Alnwick Garden Management</b>
<b>Function:</b>	<b>To provide a confidential and effective PA service to the Director and oversee the head office functions</b>
<b>Post reports to:</b>	<b>The Director</b>

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### **MAIN PURPOSE OF THE ROLE**

To provide an exceptional PA service to the Director and facilitate all aspects of the Trustee and leadership meetings and to oversee the management of the head office functions and senior administration.

### **DUTIES AND RESPONSIBILITIES**

#### **Executive Assistant Duties**

- To support the Director and trustees in meetings and governance associated with The Trust
- Ensure The Trust governance cycle is timetabled to work effectively
- Ensure all Trustee meetings and Heads of Department meetings are effectively and efficiently facilitated
- Ensure all governance documentation is accurately maintained
- Manage the Director's diary ensuring he is adequately briefed for each meeting and has all the necessary information
- Manage the Director's emails and respond where necessary
- Providing support to the trustees as required
- Support the filing of relevant returns to the Charity Commission, Companies House and other regulatory/statutory matters
- Coordinate and manage sponsorship opportunities and memorial dedications
- Organise the annual event for sponsors
- Coordinating the annual Long Service Awards for staff

- Extensive records management
- Proof reading for colleagues as required
- Any other duties allocated by the Director

#### Office Management Duties

- Manage the annual schedule of insurances, ICO renewals, leases, licences
- Liaise with insurers at renewal and throughout the insurance cycle regarding claims and enquiries
- Manage the company vehicles insurances, tax, servicing and MOT schedules
- Contribute to the review of Health and Safety policies and procedures
- Assist the Head Gardener with the Home Office licence application
- Act as a point of contact for office management contracts

#### **ESSENTIAL SKILLS AND EXPERIENCE**

- Significant experience as an Executive Assistant at senior leadership or board level
- Substantial experience of supporting committees, including minute-writing
- Strong IT skills and knowledge of Microsoft Office Suite
- Strong organisational, administrative and interpersonal skills at all levels
- Excellent listening, verbal and written communication skills
- Ability to prioritise tasks and work under time pressure
- Accuracy and attention to detail
- Charity governance experience
- Understanding and appreciation of internal and external customer service
- Enthusiastic team player
- Ability to maintain confidentiality and act with a high degree of discretion