ASDAN is an education charity and awarding organisation providing courses, accredited curriculum programmes and regulated qualifications to engage, elevate and empower young people aged 11 to 25 years in greatest need.

We are looking to appoint a team member to join us as an Executive Support and Projects Coordinator. This is a new role and an exciting opportunity for an organised and adaptable individual with excellent communication and teamwork skills, who wants to work for a charity with ambitious plans for the future with a strong ethical vision and values.

As well as providing executive support to the Chief Executive, the postholder will coordinate projects and provide support across the business, where needed, and therefore will suit an experienced PA, with a can-do attitude and a desire to make a real contribution to the organisation.

The role is being offered on a 4-day a week basis, working days to be agreed with the successful candidate. At this time, the majority of our staff are working within a hybrid approach, working partly from home and partly from our office in St George, Bristol. Applicants should be clear there will be an expectation of working in both these environments and that the formal base for this role will be the Bristol office.

**Conditions of Service:**

**Contract:** Permanent

**Salary:** full time equivalent circa £28,000 (band 4)

**Hours of work**: 30 hours per week across 4 days; specific hours and days to be agreed with the successful applicant.

**Pension:** Scottish Widows: Post holder has option of two levels: level 1 employee 3%/ employer 6% or employee 6%/ employer 9%

**Leave entitlement:** A pro rata’d amount of the full-time allowance of 24 days initially, rising an additional day per year to max 32 days, in addition to statutory bank holidays.

**Location:**  St George, Bristol

Role Description and Person Specification: Please see following pages.

HOW TO APPLY

To apply for this position please visit the vacancies section of the ASDAN website [www.asdan.org.uk/vacancies](http://www.asdan.org.uk/vacancies) where you will find the job description and application form. Please email the completed application form to [personnel@asdan.org.uk](mailto:personnel@asdan.org.uk) . Only applications using the application form will be considered. Within your application, please outline relevant skills and experience, referring to the person specification as appropriate, and provide a clear outline of why you feel you would be a suitable applicant for the position.

Key dates: closing noon 5th July, shortlisting 6th July, interview 13 July.

Interviews will be held at ASDAN’s offices, Wainbrook House, St George, Bristol

**For further information about ASDAN please visit our website** [www.asdan.org.uk](http://www.asdan.org.uk)

**ROLE DESCRIPTION**

Accountable to: Chief Executive

Responsible for: N/A

Liaison with: Directors, Trustees, Clerk to Trustees, leadership team, project leaders, cross-organisational teams

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**JOB PURPOSE**

This is a dual role, with responsibilities split between providing an effective and flexible executive support service to the CEO and Clerk to Trustees, and providing project co-ordination to project leaders and cross-organisational teams.

**RESPONSIBILITIES**

1. To provide effective executive support to the Chief Executive and the Clerk to Trustees.

2) To provide excellent project co-ordination support to cross-organisational project leaders

3) To support effective co-ordination between a range of cross-organisational projects and teams

4) To support effective reporting and communications about projects to all staff across ASDAN

5) To provide additional support to teams across the organisation

**KEY DUTIES**

**1. To provide efficient administration support to the Chief Executive and the Clerk to Trustees.**

1. Act as the Chief Executive’s PA, managing her diary, arranging meetings and making travel and accommodation arrangements, ensuring cost efficiency and forward planning, and submitting credit card and expenses claims on a monthly basis
2. Support the Chief Executive with administration on a day to day basis, as well as meeting and looking after visitors including trustees
3. Support the Chief Executive by researching and preparing draft documents as required, in liaison with the Development and Design Team where appropriate
4. Assist the Clerk to Trustees in the co-ordination of trustee meetings by coordinating meetings, preparing, collating, and circulating related supporting papers and taking minutes as required at meetings
5. In liaison with the Clerk to Trustees, Qualifications Compliance team and HR Adviser/Administrator, co-ordinate the declarations of interest processes for trustees, staff and associates.
6. Co-ordinate directors’ and leadership team meetings, including setting dates, planning agendas, taking notes as required and monitoring progress and actions
7. Deputise for the Clerk to Trustees in her absence
8. Support the co-ordination of staff events, including taking responsibility for setting staff briefing dates and making associated arrangements
9. In liaison with the HR Advisor / Administrator, ensure that annual leave requests are logged and approved by line managers including confirming the request, updating shared calendars, and responding to queries as needed
10. Support with staff training administration where required, such as arranging and booking events, preparing materials and maintaining records
11. Support cross-organisational teams with coordinating meetings at Wainbrook House, arranging accommodation and managing remote attendance.
12. Provide support to those travelling internationally, such as making flight bookings, and filing travel documents

**2. To provide excellent project co-ordination support to cross-organisational project leaders**

1. Act as first point of contact for projects, dealing pro-actively with enquiries and maintaining effective communications and liaising with internal and external stakeholders
2. Support project leaders to work within ASDAN’s cross-organisational project guidelines
3. Utilise project management methodologies and software to set up projects, manage project risk registers and action logs, and ensure ongoing monitoring.
4. Research topics as and when required, collating and summarising information as appropriate
5. Assist in the development of systems, policies and protocols as required
6. Assist project leaders in processing expenses relating to projects, in liaison with the Finance Team
7. Assist project leaders and directors with the development of project budgets, in liaison with the Finance team
8. Maintain project databases and filing systems as required

**3. To support effective co-ordination between a range of cross-organisational projects and teams**

1. Take responsibility for co-ordinating various activities relating to the running of specific projects, ie ensure timely reaction to ongoing scheduled activities within a project by project leaders and team members
2. Manage and co-ordinate distinct pieces of work as they arise within projects
3. Pro-actively manage electronic diary and appointment schedules for project meetings
4. Monitor progress against project plans, support the timely completion of project-related actions and the preparation of contingency plans
5. Support colleagues to identify commonalities and crossovers between project activity

**4. To support effective reporting and communications about projects to all staff across ASDAN**

1. Collate information in order to produce first drafts of reports and other documents as necessary for approval / amendment by project leaders and cross-organisational teams
2. Assist with the drafting, co-ordinating and dissemination of communications and events through the life of a project, as required
3. Assist in the delivery of project communication strategies, working with colleagues in the Marketing and Communications team, across the organisation as a whole and with external partners (as appropriate):

* Raise awareness of projects, prepare communications with support from the MAC team
* Support project leaders in providing regular updates to staff on projects
* Provide relevant project information to the MAC team to support external communications
* Establish and maintain effective networks with colleagues ensuring that the profile of projects is appropriately represented
* Maintain stakeholder lists and undertake stakeholder analysis (as appropriate)

**5. To provide additional support to teams across the organisation**

1. Provide administrative support to departments within ASDAN during times of peak pressure on other teams, or during times of low workload from the Chief Executive or low project requirements. This may include, but not be limited to, assisting the Centre Support Team, and Qualifications and Compliance team with qualifications awarding.
2. Maintain positive communications with all departments to ensure support is offered when time allows whilst taking responsibility for prioritising workload and requests for support.

**6. In common with all staff**

1. To support the charitable purposes of ASDAN
2. To work collaboratively and be accountable for your contribution to ASDAN’s strategy and values
3. To manage ASDAN’s resources effectively and efficiently
4. To provide the highest standards of customer service to customers of ASDAN
5. To support collectively leadership, development and relationship building across ASDAN, and with relevant markets and stakeholders
6. To participate in ASDAN’s annual review process and undertake appropriate training and development, ensuring up to date knowledge and practice is applied and maintained for the efficient and effective performance of the post, supporting ASDAN’s strategic objectives
7. To effectively promote the safety and well-being of children, young people and all vulnerable individuals, in line with ASDAN’s safeguarding policy
8. To uphold and promote ASDAN’s Equality policy and practices, respect the unique contribution of every individual and to work positively in an environment that promotes equality and diversity
9. To ensure awareness of and compliance with all health and safety requirements in accordance with the provision of health and safety legislation
10. To keep up to date, according to your role, for the efficient execution of the role, with new legislation, procedures and methods
11. To comply with the requirements of GDPR (General Data Protection Regulation) and follow good practice with regards to the security and confidentiality of information
12. To present an appropriate professional image of ASDAN.

It should be understood that this job description may change as ASDAN develops, following discussion and agreement with the post holder. The post holder will be expected to adopt a flexible approach to ensure the efficient and effective running of ASDAN. The post holder will have full opportunity to discuss and be active in changes or developments.

**Person Specification**

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| --- | --- | --- |
| **Qualifications** | **Essential (E) / Desirable (D)** | **Demonstrated** |
| 2+ A Levels, or Level 3 Applied Generals (eg BTECs), or Level 3 Apprenticeship in relevant occupational area | E | Application and certificates |
| Can demonstrate degree level outcomes | D | Application and interview |
| Project management qualification or equivalent training | D | Application and interview |

|  |  |  |
| --- | --- | --- |
| **Experience** | **Essential (E) / Desirable (D)** | **Demonstrated** |
| Experience in drafting papers, diary management and handling telephone and email enquiries | E | Application / interview |
| General administrative experience | E | Application / interview |
| Experience in project co-ordination | E | Application / interview |
| Experience in supporting a chief executive and trustees | D | Application / interview |
| Experience of managing small projects and discrete pieces of work or supporting the project management of larger pieces of work | D | Application / interview |
| Experience of working in the education sector | D | Application / interview |
| Experience of data analysis | D | Application / Interview |

|  |  |  |
| --- | --- | --- |
| **Skills, knowledge and expertise** | **Essential (E) / Desirable (D)** | **Demonstrated** |
| Ability to develop and maintain effective relationships with colleagues and others including trustees and senior external stakeholders | E | Interview |
| Excellent verbal and written communication skills in English | E | Application / Interview |
| Excellent organisational and time-management skills | E | Task |
| Accurate ICT skills, including advanced word processing, email, excel spreadsheets, PowerPoint, Microsoft Teams | E | Application / Interview |
| Ability to accurately record minutes of meetings and oversee action plans | E | Application / Interview |
| Ability to work on own initiative, within set guidelines and systems | E | Task |
| Flexibility and ability to work within tight deadlines | E | Task |
| Knowledge of project management tools | D | Application / Interview |
| Interest in using ASDAN latest technologies to support effective project co-ordination | D | Interview |

Personal qualities

· Highly professional standards of behaviour at all times

· Highly motivated and proactive

· A collaborative team player

· Calm under pressure and in changing circumstances

· Flexible, friendly and helpful

· Able to work positively and creatively