



## J O B   D E S C R I P T I O N

### **Office Administrator and Personal Assistant - Part-time**

**Location: Windsor**

**Salary: Between £16,000 and £18,000 pro rata (depending on experience)**

The Windsor Leadership Trust is a small but influential charity, running leadership programmes for senior leaders from across all sectors of society. As our reputation has grown, so has our activity, and we are looking to appoint a hard-working administrator and personal assistant to join our busy and friendly office.

We are seeking a confident, enthusiastic and proactive person to join our small, highly-motivated team, to provide much-needed support for our growing workload.

Our leadership programmes are residential, run mainly at St George's House, Windsor Castle. The participants and our Alumni work at the most senior levels and represent all sectors: government, business, military, religion and not-for-profit. This role therefore requires someone with excellent organisational and IT skills, a highly professional approach, and the maturity and confidence to deal with the people at the highest level who regularly contact the office and attend our events.

### **CORE RESPONSIBILITIES**

#### **To support the coordination and delivery of the leadership development programmes by:**

- Personal assistant to Chief Executive and Deputy Chief Executive, to include, diary management and monitoring telephone enquiries and messages.
- Helping with the production and distribution of the conference packs and welcome packs in advance of the events.
- Answering phone calls from participants, and responding to standard enquiries such as travel arrangements.
- Making travel bookings for speakers where necessary.
- Supporting the programme coordinator in the smooth and efficient running of each programme by, for example, delivering materials to the Castle and getting supplies for participants.
- Assisting with any other event administration and logistics as required, including meeting and greeting guests, and participating in occasional evening functions.

**To support the Team by providing general administrative support to ensure the smooth-running and efficiency of the office:**

- Assisting with day-to-day administration including handling the post, answering the telephone and taking messages, booking meeting rooms, photocopying and filing.
- Overseeing office supplies by monitoring stationery levels and ordering new supplies when required.
- Ensuring the maintenance of office equipment such as the photocopier and binding machine, liaising with suppliers when necessary.
- Updating information on the database and recording new information as needed.
- Liaising with the personal assistants and secretaries of key contacts to arrange meetings as required, and collating key information in advance of each meeting, for example directions to meeting venues and details of previous correspondence and engagement with the Trust.

**To support the Executive Team in specific liaison with Trustees, and on company matters**

- Collating and sending out Trustees' papers two weeks before Trustees' meetings.
- Assisting with the paperwork associated with the appointment and resignation of Trustees
- Acting as a link point with the Chairman's Personal Assistant to keep an accurate record of his engagements with the Trust.
- Assisting with the compilation and filing of correspondence on company matters with such organisations as the Charity Commission, Companies House and the Trust's auditors.

**To take an active part in the overall work of the whole team by:**

- Engaging in team meetings, taking an active part in key events such as the Annual Lecture, and acting as an Ambassador for the Trust at all times.

**PERSON SPECIFICATION**

Significant experience of working in an administrative role, ideally in an office environment.

Excellent administrative and organisational skills, undertaken with a highly professional manner., a

A positive approach to dealing with customers.

Confidence and maturity to deal with people at all levels and the ability to recognise the need for discretion and confidentiality at all times.

Advanced IT skills including use of Word and Excel, and willingness to use databases.

Ability to stay calm under pressure and to juggle many tasks at one time, prioritising when necessary.

Self-motivated and able to work under your own initiative, whilst also having a hands-on approach to being a member of a small team.

Exceptional communications skills.

Well presented and articulate.

Works accurately and pays great attention to detail.

Proactive, flexible, energetic and enthusiastic.

Committed to working for a charity.

## **OTHER IMPORTANT INFORMATION**

This is a part-time position for 21 hours a week. Days and hours worked are negotiable, as is the start date. Occasional evening work is required (approximately once a month).

There are 15 days (105 hours) paid holiday per annum, plus statutory holidays. In addition the office will close between Christmas and New Year.

The position is based at our office in central Windsor, near the Windsor and Eton Riverside Station, and is not suitable for someone who wishes to work from home.

The salary will be between £16,000 – £18,000 pro rata, per annum - the starting salary will depend on experience. We offer an annual bonus scheme dependent on performance. The organisation has established a personal pension scheme to which it will contribute between 2% and 5%. Development opportunities will be provided.

## **TO APPLY**

**Please send a current copy of your CV with a letter supporting your application, saying why you are suitable for this post, to:**

Margaret Gordon

Windsor Leadership Trust, Gainsborough House, 59-60 Thames Street, Windsor SL4 1TX

**Or email your application to:** [margaret.gordon@windsorleadershiptrust.org.uk](mailto:margaret.gordon@windsorleadershiptrust.org.uk)

**Closing date: 11 April 2008**

For more details about the Windsor Leadership Trust visit: [www.windsorleadershiptrust.org.uk](http://www.windsorleadershiptrust.org.uk)