

COMPANY NAME: Windsor Leadership Trust

DESCRIPTION OF BUSINESS: Education charity providing senior, cross-sectoral leadership development programmes based at Windsor Castle

PLACEMENT JOB TITLE: Event and Office Administrator

LOCATION OF PLACEMENT:

Address: 59-60 Thames Street

Town: Windsor

County: Berks

Postcode: SL4 1TX

CORE RESPONSIBILITIES

To support Programme Managers in their coordination and delivery of the leadership development programmes by:

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 Managers (PM) 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.

Coordination of End of Programme Dinners in liaison with PM's.

Leading on selected short programmes supported by an agreed PM eg for HR professionals

People Research – assistance in identifying Trust speakers and guests, their backgrounds, roles etc.

To support the Chief Executive and Deputy Chief Executive by:

Acting as Personal assistant to Chief Executive and Deputy Chief Executive, to include,

Diary management

Monitoring telephone enquiries and messages

Travel arrangements

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

Handling the administration of Annual Lecture invites and attendance in conjunction with the lead Programme Manager and managing the reception desk on the evening

Calendar Management – oversight and coordination of CE, Deputy CE diaries and Trust diary.

Assisting with day-to-day administration including handling the post, answering the telephone and taking messages, booking meeting rooms, photocopying and filing.

Basic financial support to be determined in liaison with Deputy CE.

Overseeing office supplies by monitoring stationery levels and ordering new supplies when required. Ensuring sufficient provision of programme books and gifts.

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. General Programme and Trust IT file management.

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 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.

LENGTH OF PLACEMENT: 1 year

SALARY: £10,000

ADDITIONAL INFORMATION:

Contact Name: Katie Gilder

Telephone:

Fax:

Website: www.windsorleadershiptrust.org.uk

E-mail: katieg@windsorleadershiptrust.org.uk

HOW TO APPLY?

Please send your CV along with a covering letter (in Word format) stating why you would like this position and what skills you would bring to the role. Also outline what you would expect to gain from the placement for your own career development.

CLOSING DATE: 30 April 2010