

JOB DESCRIPTION: Executive Assistant

Contract Type	Fixed Term Contract
Salary	£22,672 - £24,960 per annum (pro rota), depending on experience
Hours	Part time - 20 hours per Week
Initial Contract Length	1 year with possibility of renewal
Start Date	2nd October 2023
Holidays	5.6 weeks (pro rota)
Location	Swansea Office, 222B High Street, SA1 1NW
Reporting to	Chief of Staff
Probationary period	3 Months

Who we are

Our **mission** is to tackle problems of inequality faced by migrants, breaking down barriers for them, and supporting them to become economically active, thrive and contribute fully to society.

Our work is rooted in our **core values** of Social Justice, Co-production, Innovation, Empowerment, Climate Justice & Sustainability.

Why work for us?

1. **Inclusive Culture:** A supportive workplace that celebrates diversity
2. **Competitive Salary:** We ensure our pay scales reflect market rates or better.
3. **Pension Scheme:** Contributory pension plan to secure your future.
4. **Continuous Learning:** Access to workshops and courses to sharpen skills and knowledge.
5. **Flexible Work Hours:** Promoting a balanced lifestyle.
6. **Remote Work:** Flexibility to work from home or other remote locations when necessary.
7. **Healthcare:** Comprehensive medical insurance coverage.
8. **Mental Health Support:** Access to counselling services and mental wellbeing workshops.



Role Purpose

We are seeking a versatile and dedicated Executive Assistant. The ideal candidate will be adept at both administrative tasks and executive-level responsibilities, serving as a crucial link between our grassroots mission and daily operations. The role will bridge the gap between executive decision-making and the on-ground needs of our beneficiary groups, ensuring a smooth flow of information and a timely response to emergent challenges.

Main Duties and Responsibilities

1. Executive Support:

- a. Offer direct administrative and logistical support to the CEO and Senior Management Team (SMT).
- b. Act as the primary liaison between CEO and SMT and both internal and external stakeholders.
- c. Organise travel arrangements, accommodations, and itineraries for SMT, ensuring all requirements are met.
- d. Handle sensitive documents and communications with discretion and confidentiality.
- e. Assist in preparing for meetings, creating agendas, taking detailed minutes, and monitoring follow-ups.
- f. Conduct research and compile reports as requested by the CEO.

2. Administrative Duties:

- a. Manage and maintain office documentation, ensuring easy access and regular updates.
- b. Schedule, organise, and coordinate meetings, events, and workshops, ensuring effective communication and logistics.
- c. Draft, proofread, and distribute internal and external correspondence, reports, and presentations.
- d. Work closely with the different pillars of The CAE, providing administrative support where needed.
- e. Address enquiries, ensuring they are directed to the appropriate department or individual promptly.

3. Project Coordination:

- a. Engage with delivery teams, supporting effective project management, monitoring and reporting.
- b. Support the coordination of initiatives across all pillars of work



- c. Help manage and maintain a database of participants in The CAE's initiatives, ensuring information is up-to-date.

4. Stakeholder Communication:

- a. Facilitate vital communication between The CAE and its partners, stakeholders, and beneficiaries.
- b. Help prepare materials and presentations for community outreach and partner collaboration.
- c. Attend stakeholder meetings when necessary, taking notes and providing feedback to the SMT.
- d. Support in establishing and maintaining relationships with both new and existing funders and supporters.
- e. Maintain an engaged presence on social media platforms to showcase and amplify our initiatives.

5. General Office Management:

- a. Oversee and order office supplies as required, ensuring the smooth running of daily operations.
- b. Collaborate with IT support to address and troubleshoot issues.
- c. Assist in onboarding new team members, ensuring they are settled in their roles.

Note: This list is not exhaustive, and the role may evolve in response to the nature of our services.



Person Specification

At The CAE, our strength lies in the unity and dedication of our personnel - a collective of passionate professionals dedicated to realising our vision and representing the organisation in every capacity. As we journey forward, we seek to nurture and invest in individuals who embody our core beliefs, values, and aspirations, with a keen emphasis on a growth mindset, character, and perspective.

The ideal candidate will possess the following attributes:

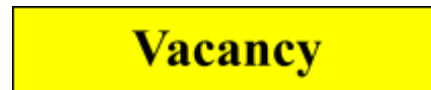
1. **Commitment to Social Justice:** Has a profound sense of social responsibility and unwavering dedication to fostering equality and fairness.
2. **Aligned Mission Values:** Beyond job requirements, resonates with the significance of CAE's mission, viewing it as a catalyst for societal change.
3. **Growth and Learning Attitude:** Holds a mindset that values continuous learning and self-improvement, taking on challenges as avenues for personal and professional growth, with a long-term vision.
4. **Ambitious Drive:** Exhibits a strong ambition, always aiming higher and setting challenging goals, but balances ambition with humility and integrity.
5. **Unique Character and Perspective:** Brings a distinct character and perspective to the table, enriching our collective understanding and approach.
6. **Team Player with Initiative:** Exhibits a blend of exemplary teamwork skills paired with a self-starter attitude, always eager to contribute proactively.
7. **Detail-Oriented:** Consistently showcases meticulous attention to detail, ensuring all tasks are executed with precision and high conscientiousness.
8. **Strategic & Innovative Thinker:** Capable of strategic foresight, adept at interlinking various components seamlessly and is always on the lookout for innovative methods to achieve set objectives.
9. **Passionate:** Radiates genuine passion and fervour for the tasks and projects at hand, pushing boundaries and setting new standards.
10. **Commitment:** Prioritises the role's responsibilities, displaying unwavering dedication and ensuring that the organisation's needs are consistently met.



Vacancy

Qualifications and Experience

Description		Desirable	Essential
1	Educated to a minimum of Level 3 .		x
2	Experience in administrative or executive support roles.		x
3	Experience in the social support sector or public sector.	x	
4	Understanding of the unique challenges faced by migrants, especially in terms of employability and integration.	x	
5	Mastery in digital tools and platforms, including social media.		x
6	Fluent in English. Proficiency in other languages prevalent in Swansea's migrant community is a bonus.		x



How to Apply:

Interested candidates are requested to apply using our online application form.

This is either through:

[Google Forms](#) or [Download and Complete this Word Document](#) and email it to joinourteam@caentr.org.

Please detail your interest in the role, relevant experience, and how you align with CAE's mission and values.

If you would like to chat before applying, please contact Kim - kim.m@caentr.org

The CAE is an equal opportunity employer and is committed to ensuring representation of people from all backgrounds regardless of their gender identity or expression, sexual orientation, race, religion, ethnicity, age, neurodiversity, disability status, or any other aspect which makes them unique. We believe that these differences bring about a breadth of perspective and experience which adds value to our core mission, hence we encourage everyone to apply.

Timelines:

Application Deadline	14th September 2023
Interview Dates	25th - 28th September 2023
Expected Start Date	2nd October 2023