

Job Description

- Title:** Administrative Executive
- Reporting to:** Foundation Director
- Job Purpose:** Reporting to the Foundation Director (Foundation, Membership, Library, Fundraising) this role encompasses administrative and event support tasks, including event support for the Fundraising Managers

Key Responsibilities

1. Compile, collate and circulate meeting packs for Foundation Board, Membership Committee, Foundation Funding Working Group and Nominations Committee and other meetings. Attend meetings and take and draft minutes and carry out any post-meeting administration as required.
2. Compile reports (including funding reports) for various Boards and Committees, liaising with staff members including the CRM Executive, the Foundation Administrator and others.
3. Plan and manage various celebratory and fundraising events with the Fundraising Managers (Foundation Development Manager and Membership Relationship Manager) to include issuing invitations and organising catering arrangements. These events will need to be organised to a very high standard.
4. Support the Foundation Director as required: e-mail and phone filtering, effective co-ordination and scheduling of meetings including room bookings, notifying attendees and detailed follow up as necessary, attending meetings, minuting action points accurately and issuing in a timely manner.
5. Manage leave coordination for the Foundation Director's direct reports.
6. Addition of contacts into the CRM as required, with specific responsibility for the record management of Honorary Members within the CRM, and provision of proposed new Honorary Members list for Council meetings, issuing of Member packs to them etc.
7. Plan and undertake projects under the direction of the Foundation Director or other designated staff members. These include support for projects within the general Foundation team.
8. Participation in any other RDS projects, events or activities as directed by the Foundation Director and/or Chief Executive.

Person Specification

Personal Attributes:

- Motivated, confident and credible individual with initiative and common sense.
- The candidate must be a people orientated, tactful and diplomatic person with the ability to interact with people at a high level.
- Smart, professional manner and presentation, a person who knows how and when to be discreet and maintain confidentiality within and outside the Society.
- Proven ability in prioritising a demanding workload with meticulous attention to detail.
- Highly conscientious, reliable and detail conscious coupled with the ability to work accurately and efficiently to required timeframes.
- Flexible and adaptable person who enjoys working with others, yet is capable of working by his/herself.

Qualifications:

- Third level qualification in Business.
- Project Management qualification would be advantageous.

Experience:

- At least three years' experience working as an assistant at senior executive level in a corporate environment.
- Experience in drafting minutes and company paperwork.
- At least three years' experience managing high-level executive events.

Skills:

- Strong organisational skills.
- Demonstrable excellence in proof-reading skills.
- Fast accurate typing speed of at least 60wpm.
- Ability to draft and redraft documentation using advanced features of Microsoft Word 2010.
- Demonstrable excellence in using other applications in Microsoft Office Suite particularly Excel.

May 2017