



Job Description

Title:	Foundation & Membership Administrative Executive
Reporting to:	Foundation Director
Job Purpose:	To provide administrative and event support to the Foundation Director, the Programme Managers (PMs) and contribute to the overall efficiency of the team.
Role Duration:	3 years FTC

Key Responsibilities

1. 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.
2. Plan and manage various celebratory and fundraising events with the Fundraising Manager to include issuing invitations and organising catering arrangements. These events will need to be organised to a very high standard.
3. Compile reports (including funding reports) for various Boards and Committees, liaising with staff members including the CRM Executive, the Programme Managers, the Registrar and others.
4. Administer Purchase Order Numbers for approved suppliers, timesheets, invoices and cheque requisitions ensuring that the budget trackers are updated accordingly, liaising with the Finance team.
5. Provide operational support to PMs for Committee meetings. This will include co-ordination of documents and meeting packs, room bookings and set-up, minute-taking and any post meeting administration.
6. Co-ordination of Members' newsletter (3 times a year) using guidelines prepared by Communications/Marketing team
7. Co-ordination and sending of monthly email communications, compiled from Foundation & Membership Programme Managers using guidelines prepared by Communications/Marketing team.
8. Proofing of speeches and running orders for events, getting sign off from relevant personnel.
9. Manage the Foundation & Membership Events Administrator.
10. Member of the Main Reception Relief Roster (with other members of the team).
11. Participate in any other RDS projects, events or activities as directed by the Foundation Director and/or Chief Executive.

Person Specification

Personal Attributes:

- The candidate must be a people orientated person, highly conscientious, organised and detail conscious.

- Must have a flexible approach to work and have a proven track record in being able to work accurately under pressure to tight deadlines.
- Have a proven ability to organise, prioritise and complete tasks in an efficient and methodical manner. Must be a proven completer / finisher.
- Willing to work occasional early mornings, weekends and evenings when events are taking place.
- Enjoys working with a broad range of people from school children to graduates to highly qualified and well-respected professionals including Committee members.
- Motivated, confident and credible individual with initiative and common sense and a proven ability to work within a cross functional team.

Qualifications:

- Third level qualification in business/office administration or event management.
- GDPR and/or procurement qualification would be advantageous.

Experience:

- At least four years' administrative experience which must include the capability to use Office packages such as Word, Excel, PowerPoint and Photoshop.
- Experience of using and maintaining CRM/online application systems is essential.
- Experience of event administration is very advantageous.
- Good working knowledge of administering GDPR and/or procurement.
- Experience of supporting a team and having to prioritise and multitask.
- Knowledge of website content management is desirable.

Skills:

- Adept proof-reading skills.
- Excellent administrative and organisational skills.
- Strong communication and interpersonal skills.
- Proficient Office application skills (Windows 2010), website content management skills.

All interviewed candidates will be asked to undertake an administrative skills test which is directly related to the role.