EMMANUEL COLLEGE

Job Description for – EXECUTIVE ASSISTANT & OFFICE MANAGER (Maternity Cover)

LINE MANAGER – DEVELOPMENT DIRECTOR

BACKGROUND INFORMATION

The Executive Assistant and Office Manager is a critical position in a dynamic development team. It is a varied role that will reward flexibility, superb organisational and interpersonal skills, independent thinking and a confident and positive approach to work.

Reporting to and working closely with the Development Director, the post holder will provide high-level administrative, logistical and project management support for the Director, support the smooth and effective day-to-day running of the office, and manage contact and relationships with the key members, staff and Fellows with whom the Director interacts.

SKILLS REQUIRED

• Excellent IT skills.
• Excellent communication skill both written and orally and the ability to communicate at all levels
• Familiarity with relational databases and the use of project management systems; knowledge of Raiser’s Edge would be beneficial.

PRINCIPAL RESPONSIBILITIES

1. Manage the Development Director’s diary, deal with requests for and arrange meetings with members, potential donors and others.

2. Prepare materials as required, before and after meetings with members and others, including potential major donors, and for college committees, meetings and presentations. Take formal and informal notes and minutes, follow up on specific actions and communicate outcomes and actions to colleagues.

3. Establish strong working relationships with key college Fellows and staff, including the Master, and develop positive relations with potential donors and other important college contacts for whom the Executive Assistant will often be a first point of contact.

4. Project manage the Director’s international trips, liaising with travel agencies and booking accommodation and flights as required, managing the itinerary, booking and confirming meetings and preparing necessary materials and information packs.

5. Provide pro-active follow-up meeting support, including ensuring that meeting notes and follow-up actions are accurately recorded and brought to the Director’s attention.

6. Liaise with other college staff and departments, and external agencies, designers and other
outside contractors, as required in the execution of specific projects, events or other activities.

7. Manage specific projects as required, for example liaising with colleagues on plans and guest lists for official college events, arranging itineraries for visiting members or potential major donors, or the production of materials or communications needed by the Director.

8. As Head of Department, attend meetings to represent the Development Office to the wider college community, contribute to discussions at this level, and communicate information and outcomes to colleagues within the Development Office. Be the main point of contact for staff training, health and safety matters, and risk assessments for the Office.

9. Ensure that the office is maintained and able to operate effectively including, for example, managing office stationery supplies and ordering required new equipment or furniture. Approve and pass invoices for payment within a procurement system.

10. Undertake any other reasonable tasks that may be necessary to assist in the efficient and effective running of the Development Office.

11. Manage confidential and sensitive information with discretion and integrity.

12. Any other duties reasonably required of the Executive Assistant and Office Manager.

The observance is required at all times of the College Equal Opportunities, Health & Safety and Computer Acceptable Use policies together with the College policy on the application of the Data Protections Act. Copies of these policies will be given to the post-holder as part of the induction process.
EMMANUEL COLLEGE

Person Specification

• Educated to degree standard or equivalent.
• Executive assistant or project management experience.
• Superb communications skills, both spoken and written.
• Excellent interpersonal skills and a combination of personal sensitivity, creativity and tact that is needed to secure the confidence and support of a variety of different College constituencies including Fellows, students, staff, Emma members and volunteers.
• Energy, flair, creativity and a belief in the power of philanthropy to make a difference to the College and the wider world.
• Tact and discretion in dealing with confidential or sensitive matters.
• Ability to use own initiative and work quickly and effectively under pressure, but also a team player comfortable working closely with colleagues.
• Meticulous attention to detail and excellent organisational skills.
• A confident, flexible and adaptable approach.
• Ability to understand and articulate the College’s and Office’s purpose and objectives in an authentic and compelling fashion.