



Executive Assistant and Compliance Officer

Local Partnerships is seeking an Executive Assistant and Compliance Officer on a full-time basis.

Reporting directly to the Chief Executive you will provide daily support to contribute to the smooth running of our organisation, whilst ensuring our business processes follow all relevant legal and internal guidelines.

Job Description

The main purpose of this position is supporting the Chief Executive in their daily duties, to contribute to the achievement of Local Partnerships' priorities and objectives. You will also be responsible for ensuring Local Partnerships complies with its outside regulatory requirements and internal policies.

You will manage business-related tasks for the Chief Executive and senior leadership team, such as creating reports, organising meetings and travel. As well as working with the Board to coordinate meetings and organise papers.

To succeed in this role, you should have a detailed understanding of the full Microsoft Office suite, be an efficient problem solver and have previous experience in a similar role.

Responsibilities:

Support:

- Provide administrative and EA support to the Chief Executive in the accomplishment of their duties, anticipating and solving problems to ensure the smooth running of the Chief Executive function
- Undertake diary management for the Chief Executive, principally, and the Corporate Director at request, arranging meetings, collating papers, anticipating and resolving diary clashes, scheduling regular meetings ahead, and making travel and accommodation bookings
- Ensure the effective co-ordination of Board meetings, including scheduling well in advance, co-ordinating the production and printing of Board papers, minute taking and co-ordination and assisting the Chair and Chief Executive with any other necessary tasks
- Carry out a range of administrative tasks for the Chief Executive, including formatting presentations, creating reports and submitting expenses, releasing their time to concentrate on strategic matters
- Support the leadership team in the delivery of its objectives demonstrating a 'can do' attitude and adopting a flexible and resourceful approach
- Participate in relevant Local Partnerships projects that support the delivery of the Local Partnerships' Business Plan

- Assist Board members and Leadership team with any other tasks as required

Compliance:

- Take daily responsibility for ensuring Local Partnerships complies with its internal policies regarding compliance and any external regulatory requirements
- Take full control of the website, liaising with the communications team to ensure information is kept up to date
- Understand the Freedom of Information requirements of the business and ensure our publication schedule is kept up to date
- Have an understanding of GDPR and its applications within the company, co-ordinating resources to ensure that records are maintained, accessible and archived as required
- Liaising with the Programme Team, manage Local Partnerships' network directories and filing structure, ensuring version control and accurate storing of key information as well as ensuring that language, folder and file naming protocols are applied uniformly
- Promoting the good practice of dissemination of knowledge internally
- Aid in the administration of procurements, including co-ordinating IR35 analysis and coordination of external parties conducting these checks
- Take responsibility for Local Partnerships' grant reporting, co-ordinating information from the Corporate Directors and business as a whole

Person specification

Essential

- Excellent organisational skills, personal resilience and ability to multi-task, with exceptional attention to detail
- Ability to manage own workload and priorities in order to meet deadlines and respond to changing priorities
- Ability and willingness to work flexibly, have the motivation to be a self-starter and work independently
- Excellent communication / literacy and interpersonal skills to engage confidently and credibly with senior colleagues and clients
- Positive attitude to problem solving instead of problem identification alone
- Ability to keep matters confidential where required
- Professional IT skills across the Microsoft Office suite
- Confidence to manage proactively and delegate upwards when appropriate

- Political sensitivity, with the ability to exercise discretion, judgment and confidentiality when dealing with politician and officers at every level, and to demonstrate political neutrality at all times
- Committed to personal and professional development
- Degree level standard of education

Desirable

- Knowledge and experience working with GDPR and Freedom of Information requirements applicable to a medium sized business

Salary

Starting at £30,000, dependent on experience