

Job Description

Title	Executive Assistant
Line Manager	Chief Executive Officer
Line Manages	No line management.
Salary	Band 3: £23,370
Location	Main Office: Calman Centre, 75 Shelley Road, Glasgow, G12 0ZE. Options for Hybrid working
Contract	Permanent
Hours	35 hours per week
Annual Leave	35 days annual leave (including banking holidays)

About Cancer Support Scotland

For more than forty years, Cancer Support Scotland have helped people **live well with cancer**. Our purpose has always been to improve the wellbeing of those affected by cancer.

We are here for anyone affected by cancer, whether they are a person with cancer, a carer or loved one. Our wellbeing services range from professional one-to-one and digital counselling, stress management, 'HereForYou' phone calls and Self-help tools, to simply offering a tranquil place to collect your thoughts with a cup of tea.

In the last year Cancer Support Scotland has offered over **7,000** appointments and demand for our services is continuing to rise.

Our staff are currently based from home and will return to the Calman Centre in Glasgow when restrictions ease and our volunteers cover across Scotland.

Our Values



Founded by former Chief Medical Officer and Oncologist, Professor Sir Kenneth Calman, we remain a strong values-based organisation.

We will put people affected by cancer at the heart of what we do. Take care of the wellbeing of those affected by cancer. Treat everyone with kindness and respect and ensure professionalism and excellence.

The Post

We are looking for an exceptional Executive Assistant to take up a new post in supporting our Executive team, especially the Chief Executive Officer. In this role you will provide a high-level assistance to ensure the organisation is as effective as possible, and that the CEO, wider management team and the Board are well supported.

You will report to our CEO, working exceptionally close with our Head of Operations with regards to key elements of our volunteer management systems.

This post is generously part funded by the Scottish Government's- Adapt & Thrive Programme.

Key Responsibilities

- Working closely with the Chief Executive Officer to ensure efficient and active management of their email account and diary, including scheduling calls and meetings
- Making and co-ordinating detailed arrangements as required for all meetings chaired by the Chief Executive Officer and other Wider Management Team members. This includes preparation of agendas; coordinating and distributing papers; taking minutes and actions and maintaining action trackers
- Providing administrative support to Cancer Support Scotland Board and Sub-Committees; preparation, taking minutes and actions
- Undertaking research and drafting briefings related to updates within cancer policy for the Chief Executive Officer
- Dealing with all correspondence promptly and effectively, including incoming mail, meeting requests, telephone calls as well as internal requests for meetings.
- Development and maintaining efficient an up-to-date filing and record systems for all general correspondence and related papers through our CRM (Sales Force)
- Supporting the regular update of the website
- Ensure regular contact with existing and potential major donors, organising regular contact with the CEO / Chair of Trustees as appropriate.
- Providing general administrative support, when required, to other teams within the organisation during specific projects.

Volunteer Support

- To match volunteers with suitable volunteering opportunities in line with organisational priorities: fundraising, services, admin, gardeners, etc
- To coordinate, develop and deliver appropriate recruitment and training for new volunteers, Induction etc as well and the processing of Volunteers when leaving.
- To monitor volunteering across the organisation to ensure volunteers receive enough support including Support Catch up calls and ongoing training needs
- Organise the recruitment, screening, PVG checks and annual review of all volunteers
- Produce regular Volunteer communication and newsletters ensuring all volunteers are informed of events across the organisation, as well as coordinating Volunteer social gatherings and Reward & Recognition schemes for all

General Responsibilities

- Ensure all administrative activity complies with GDPR legislation.
- Ability to work flexibility, including occasional evenings (board meetings take place on a Thursday evening).
- Work effectively and collaboratively with colleagues across all departments
- To operate within the policies and procedures set out by the organisation.
- Reception support as required in the Calman Centre

Personal Specification

	Essential (E) / Desirable (D)	Assessment Method
Qualifications	<ul style="list-style-type: none"> • HNC or SVQ level 3 in Admin / Business or equivalent, or can demonstrate appropriate experience of working in an Executive Assistant role. (E) • Evidence of continuing professional development (E) 	<ul style="list-style-type: none"> • Application
Experience	<ul style="list-style-type: none"> • Experience of working in an Executive Assistant role with high levels of confidentiality and responsibility (E) • Extensive experience of minute taking and coordinating action trackers (E) • Experience of stakeholder and organisational relationship management (E) • Experience of using Microsoft Office 365 Tools (E) • Experience of using Salesforce or a similar CRM (D) • Experience of developing and implementation administrative systems and procedures (D) • Experience of working effectively in a team and leading on own initiative (E) • Experience of working in the charity sector (D) • Experience of desk-based research and report writing (D) • Experience of working with local or national Governments (D) • Training or professional development in people management (D) 	<ul style="list-style-type: none"> • Application • Interview
Skills	<ul style="list-style-type: none"> • High level of initiative and problem solving skills (E) • Excellent organisations skills, including ability to manage multiple tasks and projects (E) • Excellent written and oral communication skills (E) • High standard of numeracy and literacy skills (E) • Research Skills (E) • Ability to maintain a high degree of confidentiality and discretion at all time (E) • Good interpersonal skills and diplomacy (E) • Ability to problem solve and find creative solutions (E) • Excellent attention to detail and to seek the highest standards (E) • Socially motivated (E) • Strength of character with a belief in and determination for others to succeed (E) 	<ul style="list-style-type: none"> • Application • Interview

Benefits include

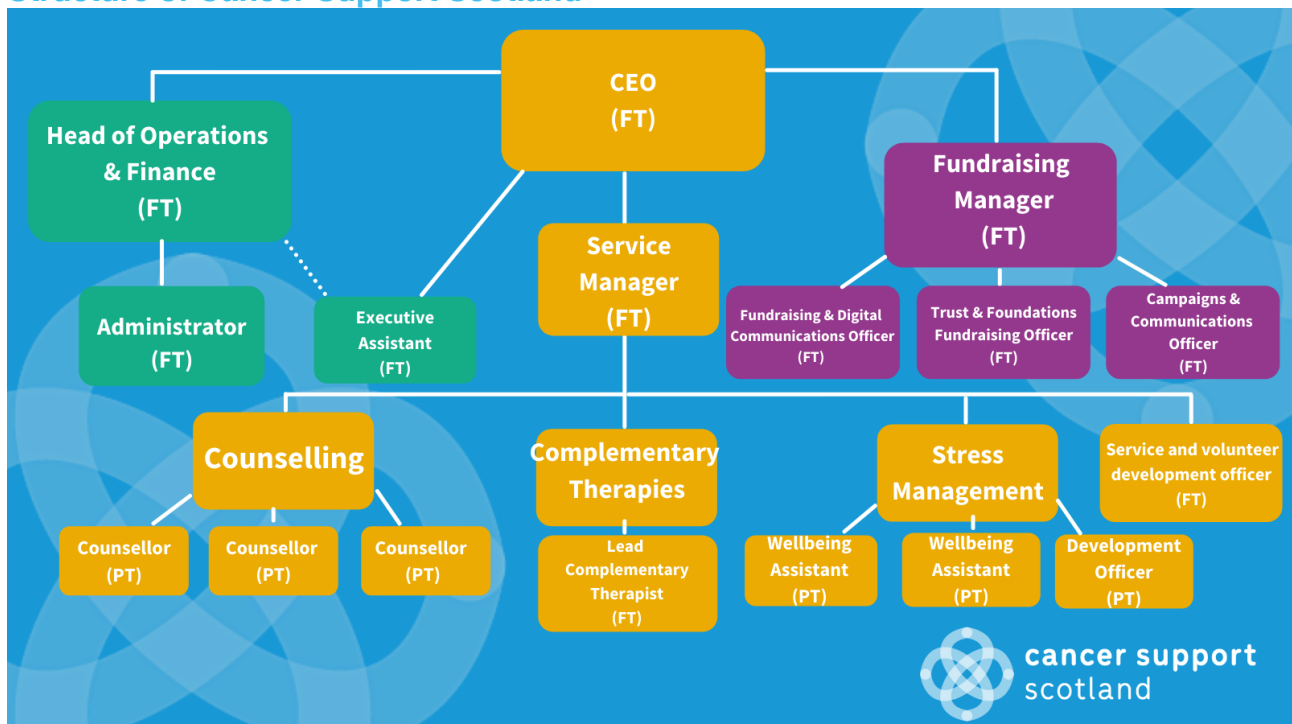
- Access to learning and development opportunities
- Company sick leave policy
- Mental Health Benefits: access to supervision for all staff
- 35 Days Annual Leave increasing 1 day after year of service (to 40days)
- Flexible working options
- Modern workplace environment
- Competitive salary with incremental progression
- Access to pension scheme

Requirements of this role are;

- PVG Check (Paid for by Cancer Support Scotland)
- Two Professional references
- 6 Month probationary period
- Ability to work 1 Thursday evening each quarter for board meetings
- Adhere to all of Cancer Support Scotland's guidance, policies and procedures.

This job profile is not exhaustive. The duties of the post holder may be reviewed from time to time and the employee may be called upon to work in other locations our out of hours by Cancer Support Scotland.

Structure of Cancer Support Scotland



How to apply

You can apply by submitting a tailored covering letter and two-page C.V to: recruitment@cancersupportscotland.org by 12noon on 25 November 2021.

We anticipate interviews will take place on 6 December 2021.