



## JOB DESCRIPTION

|                                |  |
|--------------------------------|--|
| <b>Title:</b>                  | Executive Assistant  |
| <b>Area of Responsibility:</b> | Administrative support for the Co-Chief Executive Officer, Director of Finance & Operations, Senior Management Team and charity Trustees |
| <b>Responsible to:</b>         | Co-Chief Executive Officer Paul Booth  |
| <b>Responsible for:</b>        | No Line management duties  |
| <b>Contract type:</b>          | Permanent  |
| <b>Responsibility Grade:</b>   | 4  |
| <b>Salary</b>                  | £24,901.50 p.a.  |
| <b>Location:</b>               | CAT Charity's site near Machynlleth, Mid Wales. Some remote working possible.  |
| <b>Hours:</b>                  | 37.5 hours per week (1.0 FTE).   |
| <b>Working Days:</b>           | Normally Monday to Friday  |
| <b>JD Date:</b>                | March 2025   |

## ABOUT THE CENTRE FOR ALTERNATIVE TECHNOLOGY

The Centre for Alternative Technology (CAT) is an internationally renowned environmental charity, a world-leading eco centre, and one of the foremost providers of postgraduate environmental education in the UK, based near Machynlleth in Mid Wales.

CAT provides inspiration, education and training in solutions to the climate and biodiversity emergency.

Key activities include a visitor centre where groups can see solutions in action, residential short courses, vocational training and postgraduate degrees in a wide range of sustainability-related topics, with online courses and events offered alongside in-person learning.

## OVERVIEW OF ROLE

This post is an exciting opportunity to support the leadership of a national charity at a time when the organisation is striving to increase its impact in working for a sustainable society.

The Executive Assistant is responsible for administering management and Board meetings (secretariat services), assisting with office and diary management for the Co-Chief Executive and admin support for the Director of Finance & Operations.

CAT is seeking a candidate with strong secretarial and administrative skills to support the effective leadership of the organisation. The postholder will be line managed by the Co-Chief Executive/Director of Finance & Operations but will also work closely with the Trustees.

## MAIN RESPONSIBILITIES

Assisting with Diary and office management:

- Planning and arranging meetings, appointments and collating information ahead of meetings
- Monitoring of the Co-Chief Executive's e-mails, post and phone calls when required and dealing with administrative matters including editing and formatting of documents, co-ordinating, updating and formatting CAT's policies.
- To provide organisational and diary support to the Chair and other Trustees, including taking of meeting minutes, timetabling meetings, ensuring attendees submit required papers and circulation of the same.
- Maintain records of Board and management minutes, correspondence with Companies House and the Charities Commission and other official documentation
- To provide administrative support to the Director of Finance & Operations and other members of the Senior Management Team as needed
- To maintain and develop office systems

Secretariat services:

- Collating and circulating agenda papers for Board and management meetings and other meetings as required
- Taking minutes at Board and management meetings and other meetings as required and maintaining action logs
- To maintain and communicate a programme of Board, management and other meetings
- To support communication with Trustees between meetings
- To support the Director of Finance & Operations and Co-Chief Executive Officer in ensuring the organisation adheres to its governing documents

Other administrative support:

- To support the Director of Finance & Operations, Co-Chief Executive Officers and Chair in the collation and submission of annual returns and other correspondence with the Charity Commission and Companies House
- To provide cover to other functions in the central admin team as needed
- Providing other administrative support to the Co-Chief Executive Officer and Senior Management Team as needed, such as proof reading, collating reports and basic web research.
- Any other appropriate duties as defined by the Co-Chief Executive Officer and Director of Finance & Operations.

| PERSON SPECIFICATION  |           |           |  |                                |
|---|-----------|-----------|--|--------------------------------|
| Description   | Essential | Desirable | How evaluated                                  |                                |
| <i>Education and qualifications</i>   |           |           |  |                                |
| a Good general level of education   | *         |           | Application form and evidence of qualification |                                |
| b Formal qualification in English (e.g. GCSE Grade C or above) or can demonstrate equivalent standard through work experience | *         |           |  |                                |
| c Demonstrate experience in equivalent work   | *         |           |  |                                |
| <i>Knowledge and experience</i>   |           |           |  |                                |
| d Experience of administering formal meetings   |           | *         | Application form, interview and references     |                                |
| e Significant experience of working in a secretarial or administrative role   | *         |           |  |                                |
| f Experience of office and record management  | *         |           |  |                                |
| g Knowledge of governance and standards   |           | *         |  |                                |
| h Knowledge and experience of the charity sector  |           | *         |  |                                |
| <i>Aptitude and skills</i>  |           |           |  |                                |
| i Excellent interpersonal skills with a customer service orientation  | *         |           | Application form and interview                 |                                |
| j Excellent teamwork skills   | *         |           |  |                                |
| k Good verbal communication skills  | *         |           |  |                                |
| l High standard of written English  | *         |           |  |                                |
| m Excellent organisational and time management skills   | *         |           |  |                                |
| n Excellent knowledge of Microsoft 365, including Teams, Word, Excel and Powerpoint   | *         |           |  |                                |
| o Ability to meet tight deadlines when required   | *         |           |  |                                |
| p Ability to work under pressure in a changing work environment   | *         |           |  |                                |
| q Ability to maintain and develop office and filing systems   | *         |           |  |                                |
| r Good IT skills including experience of e-mail, word processing and databases  | *         |           |  |                                |
| s Ability to communicate in Welsh – oral and written or willingness to learn  |           | *         |  |                                |
| <i>Personal attributes</i>  |           |           |  |                                |
| t Capability of demonstrating self-motivation   | *         |           |  | Application form and interview |
| u Demonstrate respect for diverse range of people   | *         |           |  |                                |
| v Ability to work effectively as an individual, as part of a team and in partnership with others                              | *         |           |  |                                |
| w Ability to work unsupervised and to direct own work   | *         |           |  |                                |
| x Ability and willingness to maintain absolute confidentiality of sensitive information                                       | *         |           |  |                                |
| <i>Circumstances</i>  |           |           |  |                                |
| y Ability and preparedness to work flexibly   | *         |           | Application form and interview                 |                                |
| z Prepared to travel occasionally to meet post related demands  |           | *         |  |                                |

|   |   |   |  |
|---|---|---|--|
| aa Empathy with ethos and core values of CAT  | * |   |  |
| bb Good understanding of environmental issues |   | * |  |

It is in your own interest that you are explicit in your application about how you meet the stated criteria and responsibilities of the job. You are encouraged to provide relevant and explicit examples.