

JOB DESCRIPTION

Job Title	Executive Officer
Responsible To	Chief Executive
Salary band	£20,000 - £25,000 per annum depending on experience (+ 3% employer's pension contribution)
Contract Terms	Permanent role
Location	Coventry, West Midlands

About us

Heart of England Community Foundation is a charity that raises money to fund and develop community activity, right across the West Midlands & Warwickshire. We have a long track record of supporting grassroots charities and community projects having invested over £16million in grant funding since 1995 benefiting an estimated 2 million people across the region.

About the role

The Executive Officer is a new role and will provide support to our Chief Executive, Senior Management Team and Board of Trustees. As part of a small team you will be exposed to a broad range of functions and projects across the entire organisation. As well as providing support for our Chief Executive, you may also be involved in our grant making and business development.

You will be a proactive and tenacious individual and bring high levels of initiative, attention to detail and drive.

You will be familiar with managing multiple projects and priorities with conflicting deadlines and be able to operate across a diverse range of business-critical project areas and disciplines. The role will require a diverse base of knowledge and skills covering office management, governance and secretariat support.

The post holder will operate with a high level of discretion and confidentiality at all times.

Key Responsibilities:

Key tasks and responsibilities

- Executive support to the Chief Executive, SMT and Trustees including diary management.
- Be flexible and proactive in providing support and coordination across a range of business projects and teams as necessary.
- Lead governance support for committees and the Board of Trustees including minute taking and preparing reports and papers.
- Managing the Foundation's office spaces and properties, liaising with contractors, tenants, landlords and agents as appropriate.
- Effective management of our IT support contract and personnel systems.

General tasks and responsibilities

- Be a professional representative and ambassador for the organisation.
- Be an active member of the staff team by supporting colleagues across the organisation.
- Keep abreast of national social policies and issues affecting the voluntary and community sector.
- Work in accordance with the charity's policies and procedures, including Data Protection, Equal Opportunities and Health and Safety.
- Be self-supporting for all administration and in the use of relevant IT systems.
- To occasionally work evenings and weekends.

Person Specification

Essential Experience:

- Strong organisational and administrative skills.
- Experience managing multiple deadlines and projects at the same time.
- Good time management skills and task prioritisation.
- Strong attention to detail.
- Interest in managing external relationships.
- Experience of some or all of the following functions:
 - Governance
 - Business Development
 - IT
 - HR / People
- Ability to process, interpret and analyse information accurately and provide clearly written reports and documents.
- High level of IT proficiency, including Microsoft Packages (Word, Excel, Outlook and Powerpoint)
- Excellent communication skills with the ability to communicate with stakeholders at all levels.

Desirable:

- Knowledge and understanding of charities and civil society

Personality, Skills & Abilities:

- Solution focused and resilient.
- A team player.
- A good sense of humour.
- Able to build trust, rapport and credibility with relative ease.
- Tenacious, proactive and driven.
- An interest in civil society across the West Midlands, and a commitment to the work of the Community Foundation.
- Willing to go the 'extra mile' to enable the charity and local communities to thrive.

Please note that this job description is to be regarded as a guide to the tasks and activities we believe will be required but that it is not exhaustive and may change and evolve to reflect the changing needs and demands of Heart of England Community Foundation.