

# Job Description

Ummah Welfare Trust | +44 (0)1204 661 030



Reg. Charity No. 1000851

<b>ROLE</b>	<b>Executive Assistant to CEO (EA)</b>
<b>STATUS</b>	<b>Full-time</b> (based at the Bolton head office)
<b>HOURS</b>	<b>40 hours/week</b>
<b>RESPONSIBLE TO</b>	<b>Chief Executive Officer</b>
<b>SALARY</b>	<b>Up to £40,000 per annum (dependent on experience)</b>

## THE ORGANISATION

Established in 2001, Ummah Welfare Trust is a UK-based international relief and development charity. Inspired by the Islamic teachings of empathy, generosity and selflessness, the trust aims to alleviate poverty and suffering across the world, and also ensuring that the rights of those who are neglected and oppressed are fulfilled by providing sustainable development solutions relating to shelter, education, health, and spiritual wellbeing.

Knowing that we are all ultimately accountable to the Almighty, the charity strives to maintain transparency and accountability, and as such the charity also has a full and transparent audit trail from the donor to the beneficiary.

To find out more about the organisation please visit our website on: <https://uwt.org/>

## THE ROLE

We are recruiting an experienced Executive Assistant to provide a high level of dedicated support to the CEO and COO. The candidate must be prepared to work in a fast-paced environment and possess the ability to be flexible in many different situations.

## OVERALL RESPONSIBILITIES

- Provide a full range of secretariat, administrative, management and governance support to the CEO, COO and Trustees,
- Be the point of contact for the CEO, COO and Trustees with staff and external contacts, ensuring strong working relationships and professionalism;
- The ability to ensure the smooth running of the organisation's operations under the delegated authority of the CEO & COO;
- Discretion, excellent communication and great people skills are vital to the success of this role.

## Secretariat

- Providing secretariat services to the Trustees, CEO & COO;
- Drafting and circulating agendas for Trustees, C-suite and SMT meetings;
- Manage pre and post-meeting planning, coordinating cross-organisational meetings and ensuring all relevant papers, briefings, presentations, and agendas for meetings;
- To attend meetings and take accurate minutes, note action points and follow-up within specified deadlines;
- Responsible for diary management, scheduling, correspondence and overseeing the preparation for meetings, travel logistics and general administration;
- Screen calls/incoming mail – be an effective gatekeeper; take messages efficiently and accurately;
- Assist the CEO, COO and Trustees on all internal/external meetings by preparing/researching organisation/individuals, briefing on “synergy” and possible new joint working opportunities;
- Other management and secretariat duties as deemed necessary by the CEO in the execution of this role.

## **Senior Management and communication**

- Be the point of contact for the CEO, COO and Trustees by providing professional and timely responses to issues by drafting replies, redirecting, and actioning as appropriate to ensure ensuring strong working relationships within the organisation and with external partners and stakeholders;
- Prioritise inquiries and requests while troubleshooting potential conflicts with little guidance;
- Liaise with key partners on behalf of the Trustees, CEO and COO;
- Ensure that all information is circulated to staff, directors, trustees, volunteers and other UWT offices, as requested; and
- Maintain confidentiality and discretion at all times.

## **Operations**

- Maintain oversight of the delivery of the charity's operational activities;
- Support the CEO and COO to implement the charity's strategic and business plan;
- Undertake projects as requested by the board of Trustees, CEO and the COO;
- Ensure the completion of complex projects by managing project deadlines, following up on outcomes, and where appropriate, completing actions;
- Review organisational management systems to ensure staff across the charity are supported to work effectively.

## **Governance**

- Maintain and manage the schedule of all regulatory filings and communications, including with the charity commission and companies house and other regulatory bodies;
- Preparing corporate documents;
- Maintain a central register of all approved organisational policies and procedures, ensuring version control, and manage the rolling schedule of required updates and re-approvals.
- Maintain an electronic filing system, ensuring processes and software are up to date and in working order. to ensure confidential and sensitive files/information are appropriately filed and compliant with governance procedures as necessary.

## PERSON SPECIFICATION

CATEGORY	CRITERIA	REQUIREMENT
<b>Qualifications</b>	Educated to degree level	Essential
<b>Experience</b>	Demonstrable experience of administrative support at executive level	Essential
	Experience of managing meeting including formal minute taking	Essential
	Experience of providing governance support	Essential
	Experienced in working with people at all levels in an organisation	Essential
	Experience of line management of staff	Desirable
	Portfolio-programme-project management experience	Desirable
	Experience of financial management (budgets, cashflows etc.)	Desirable
	Experience of implementing strategic and operational plans, and of using strategic plans to set business and operational objectives	Desirable
<b>Skills / Abilities</b>	Skilled in handling a busy workload, multi-tasking, managing conflicting priorities and meeting deadlines in a fast-paced and pressured environment	Essential
	Strong report writing skills	Essential
	Pro-active approach to work and problem solving, with the ability to identify and address issues before or as they occur	Essential
	Able to develop strong working relationships internally and with people from other organisations	Essential
	Positive attitude when working individually and with others, with an adaptable and flexible working style	Essential
	Competent in using Microsoft Office applications (Word, Excel, Access)	Essential
<b>Knowledge and understanding</b>	Able to demonstrate that you are familiar with the legal responsibilities of a Company Secretary	Essential
	Demonstrate the ability to review own work and to seek opportunities to learn new skills	Essential
	Able to demonstrate and apply knowledge and understanding of legislation affecting charities, companies and workplaces, including charity and company law, employment law, data protection legislation and equalities legislation	Desirable
	Demonstrable knowledge and experience of the humanitarian and non-profit policy sector	Desirable
<b>Other</b>	Personal conduct and delivery of work should comply with the values and culture of Ummah Welfare Trust	Essential
	The ability to occasionally adapt working hours to meet the requirements of the organisation.	Essential

**This post is subject to a Disclosure and Barring Service (DBS) check.**

The closing date for applications is **30<sup>th</sup> June 2023**, although the position may close sooner if the right candidate is found.

To apply for this role, please email your CV and Covering Letter to [vacancies@uwt.org](mailto:vacancies@uwt.org)

Please ensure that you **address how you satisfy each of the criteria in the person specification in your covering letter**. Applications without a cover letter will not be considered.

For more information or discussion about the role please contact: 01204 661049