



Role Description:	Executive Assistant (F/T permanent)
Salary:	£24,000 - £27,000 + pension & benefits
Reports To:	Chief Executive Officer
Place of Work:	Manchester City Centre
Overall Responsibilities	You will be responsible for supporting the CEO and the management of the work space, facilities and equipment .

Background:

Manchester Pride is the LGBT+ campaigning charity whose principal activities support LGBT+ people and allies in Greater Manchester, and beyond. Our work aims to challenge discrimination faced by LGBT+ people in all of its guises.

We stage a number of events throughout the year to raise funds for our causes, including our flagship event and Manchester's Annual LGBT celebration; Manchester Pride Festival. We also support a range of charities and organisations, large and small, in delivering projects which directly impact on the lives of LGBT+ people.

We are currently looking for a resourceful, meticulous, driven **Executive Assistant** who fully understands the nature of our work and wants to join a passionate team on our journey to sustain the performance of a successful charity. The role is based at our City Centre office.

Specific Responsibilities

- Provide comprehensive secretarial support to the CEO including: Diary management, Controlling access, Assisting with task deadlines, Assisting in the preparation of reports and presentations, Process expenses
- Act as first point of contact, managing and responding to all general enquiries received by telephone, post or digital media
- Arrange and book travel, transport and accommodation for senior management
- HR Co-ordination duties (including performance management review administration)
- Liaise with stakeholders
- Attend internal and external meetings to take concise minutes
- Attend and assist at external events
- Assist with private & confidential issues

The above list of duties is indicative only and not exhaustive. The successful candidate will be expected to perform all such additional duties as are reasonably commensurate with the role. Please take note that due to the nature of our work, the flexibility to work outside normal office hours will be required.

Skills, Experience and Qualifications

Essential:

- A minimum of two years experience in a similar role
- Excellent organisational skills
- Strong attention to detail and accuracy
- Ability to work to strict deadlines, prioritise tasks and deliver a high volume of quality work;
- Exceptional communication and interpersonal skills
- Excellent reporting and presentation skills
- Excellent time management
- Proficient in IT
- Understanding of the core aims and objectives of Manchester Pride
- Resourcefulness
- Flexibility and commitment

Desirable:

- Educated to degree level or similar
- Knowledge and experience of working within the events / third sectors
- Ambitious, driven individual who excels in a challenging environment
- Driving licence

General - All staff are required to:

- Familiarise themselves with the organisation's policies and procedures held on the HR system accessible by all staff at any time;
- Uphold the Equal Opportunities, Anti-Harassment and Bullying Policies, ensuring effective implementation in all aspects of their work for the organisation;
- Act at all times within the organisation's rules, policies, procedures and any other statutory requirements;
- Be proactive, bring ideas, suggestions and contribute to business improvement.
- Undertake training as required;
- Attend staff and team meetings as required;
- Observe health and safety procedures in the workplace to ensure personal safety and to safeguard the interests and safety of colleagues, customers and visitors;
- Undertake other duties and responsibilities as appropriate since all staff are expected to work flexibly within their skills level to respond to changing priorities and make sure that customer needs and business objectives are met.

Interested candidates should apply by sending a full, current CV and covering letter outlining why they are right for this position by email to Wade Betts, wade@manchesterpride.com . Please also complete and attach the equal opportunities monitoring form.

Deadline for applications are 30th June 2019.