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| cid:image002.png@01D19B18.BF2071F0  **Welsh Refugee Council**  **Job Description** |

**Job Title: Executive Assistant**

**Report to:** CEO

**Salary:** £19,200 pro rata

**Hours:** 21 hours over 3 days per week, usually around 9am to 5pm (Tues-Thurs)

You will be required to support evening Board meetings (x 4), and Sub Committees (x 8) usually between 17:30 and 19:30pm. You will receive time off in lieu for the evening work.

**Location:** Cardiff Office/Home. We offer a hybrid working approach.

**Terms:** Fixed Term Contract, 6 months, with potential to extend based on funding.

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| **Annual benefits pro rata** | * 25 days leave, increasing by 1 day per annum to a maximum of 30 days * Up to 2 days paid volunteering leave * Up to 3 days paid carers leave * Up to 5 days paid study leave * 5% pension * Access to company paid counselling support. * Staff led Wellbeing Group; with activities such as fitness dancing, team building quiz events, yoga, and regular weekly Staff Room Chit Chats held virtually during Covid. |

**We are the Welsh Refugee Council**

You will be joining us at an exciting time in our journey, helping us and the sector to support those who are forced to seek safety. With over 32 years’ experience, we are trusted by the communities we serve and are seen as the lead organisation in Wales for asylum seekers and refugees.

We are proud that during the Coronavirus pandemic we adapted our services and were able to grow our income significantly. None of our staff were furloughed and this is testament to the adaptability of our staff, the demand for our services and the inequalities that persist in society- that require amazing people to do something about it.

## Purpose of the Post

* To support the CEO and management with different tasks relating to the governance and management processes across the organisation.
* To ensure that the Cardiff office of Welsh Refugee Council is seen to be a welcoming environment to both clients, external visitors, and staff.
* To ensure that there are effective administration systems in place to create an effective visitor experience whether that be in person or by telephone.
* To manage the appointments of senior management and the meetings of the Board and subcommittees.
* To be responsible for all the administrative processes within the office, as well as providing general secretarial support to enable the smooth and effective running of the office.

## Main Duties and Responsibilities

Supporting Governance

* To be responsible for supporting the CEO regarding management of issues related to the governance of the WRC including management of the Board of Trustees and its sub committees’ meeting, and the Annual General Meeting.
* To support the CEO with external engagements including diary management, setting up meetings etc.
* To support the Senior Management Team and Management Team by organising meetings, minute taking and/or any other task as required by management.
* To carry out all duties in accordance within the principles of Welsh Refugee Council’s Confidentiality Policy and within agreed norms of impartiality and boundaries.

HR Support

* To support the CEO with HR issues and personnel files management.
* To support the management with recruitment administration from placing of adverts, issuing application forms & job descriptions to sending out regret & vacancy filled letters and requesting references.

General

* To provide support to staff regarding dispatch of post and photocopying.
* To participate in staff training, development, and appraisals, as agreed with the Executive Director of Resources.
* To abide by always and to work to the Welsh Refugee Councils Equal Opportunities Policy.
* To prepare for and actively engage in the support/supervision and appraisal processes provided by your line manager.
* To be flexible, and to undertake any other appropriate duties as required.

**The ideal candidate will:**

* Be personable with a sense of humour
* Organised with good writing skills
* Be able to work unsupervised and put forward ideas to improve our practice
* Be able to take on board feedback and look to develop and build on your skills.

**Personal Specification**

When completing your application- please ensure you provide **examples** of how you meet the essential criteria listed below. You may also want to evidence or reference some of the desirable criteria.

**Please note: Applicants that do not reference how they meet the essential criteria will not be invited to interview.**

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| **Quality** | **Essential requirements of the post** |
| **Education & Training** | * Minimum requirement is GSCEs, grade A-C, or equivalent. |
| **IT Skills** | * Experience of Microsoft Office packages. SharePoint knowledge would be advantageous. * Experience of setting up and running administrative systems. |
| **Communication** | * Good communication skills- able to communicate clearly and fluently, both in written and verbal forms. * Ability to write minutes, in an accurate, and timely manner. * Understanding of good practice relating to ‘triage’ in service provision. |
| **Organised** | * Ability to manage competing priorities and working flexibility to meet deadlines. * Preparation of high-quality documents, including reports, correspondence, presentation materials, gathering appropriate data and information as requested. |
| **Governance** | * Experienced in operating in relation to confidentiality principles and Chatham House rules * Ability to think ahead- and pro-actively manage meetings for Management, All Staff, SMT, and Board meetings. * Ensure compliance with yearly Companies House and Charity Commission paperwork. |
| **Personal Qualities** | * Ability to work as part of a team. * Ability to work under pressure, to pay close attention to details and work with minimal supervision. * Empathy with refugees and asylum seekers. |

**Diversity, Equity, and Inclusion**

We welcome and particularly encourage individuals who identify as LGBTQi+, differently abled, women from ethnic minorities, people from various economic backgrounds and people with lived experiences.

If you have lived experience as a refugee, we highly recommend you get in touch with our Education and Employability Officer who will be able to schedule a phone call to discuss British style interviews [Chris@wrc.wales](mailto:Chris@wrc.wales) .

Our approach to interviews is:

* We will ask questions about you- to understand your strengths.
* Our interview questions will be based around the Job Description and Person Specification.
* We will test key skills that are mentioned in the Job Spec.
* You will score higher- if you give us **examples** and explain what you did.
* You will receive the interview questions 1 hour before the interview- to provide reflection time.

**Deadline for applications is Wednesday 28September at 5pm.**

**Please submit your application to** [**recruitment@wrc.wales**](mailto:recruitment@wrc.wales)

Applications received after this date, will not be accepted.

Please put the name of the job role in the subject heading of your email.

**Invites for interview will be sent by email, and interviews will likely be held Friday 7 October 2022**