

## Job Description

### Programme Coordinator/PA to Chief Executive

**Summary:** An important role as the first point of contact for the organisation, giving support through a wide range of general administrative duties and coordinating all activities in relation to the mentoring and enrichment programme.

**Salary:** £15,000

**Based at:** CAN Mezzanine, 49-51 East Road, London, N1 6AH

**Reporting to:** Chief Executive

## Main Duties

To contribute to the smooth running of the organisation, responsible for the following:

- To be first point of contact for suppliers and providers, to ensure provision of office equipment
- Keeping stationery/supplies cupboard stocked, to agreed levels and within costs
- Ensuring that post is sent by most appropriate method and that incoming post is distributed efficiently
- Answering telephone promptly
- Maintenance of database, e-mail and contact lists
- Maintenance of paper and electronic files
- Logging of incoming invoices, preparation of cheques and assisting ACD treasurer in audit preparation
- General support to the Chief Executive as necessary (eg standard response letters/emails, typing, simple queries, office errands)

To facilitate the delivering of enrichment events for ACD students and parents by:

- Providing regular updates to students and parents via email
- Coordinating ACD Events and student workshops;
- Circulating all work experience, cultural experiences and other employment opportunities with students;
- Organising official ACD – Corporate Sponsor student work experience
- Monitoring student mentoring relationships and tracking key performance indicators for students (eg. grades, universities applied to, increase in self-esteem, ability to give a presentation etc.)

To promote the image and priorities of the organization by:

- Maintaining website and social media platforms (Facebook, Twitter, Google+ etc.)
- Helping to create and distributing promotional materials

To provide support to the ACD Board of Trustees by:

- Organising the quarterly board meetings, Annual General Meeting (AGM) and any ad-hoc or sub-group meetings.
- Undertaking the administrative arrangements for the Charity's AGM including the printing, production and mailing of agendas and postal ballot papers where appropriate.
- Ensuring that meeting minutes are expeditiously produced and circulated.

To provide line management all volunteers and interns by:

- Supervising their day to day activities and

- Providing guidance and support to develop the individuals' skills and competencies.

### **Person Specification:**

We wish to appoint a friendly, proactive and positive person who has an enthusiasm and willingness to learn. The work is wide-ranging and would suit someone who is methodical, well organised and who pays attention to detail. It is essential that they communicate and relate well to others. To enjoy working as part of a team with the ability to take personal responsibility for certain areas of work is essential, as is a commitment to ACDiversity's core values.

#### **Qualifications / Skills**

- Interest in working in a small, supportive and ambitious organisation
- Good standard of spoken and written English
- Secondary education to include Maths and English
- Warm and friendly - both in person and on the phone
- Willing to take initiative and go the extra mile
- Ability to build brilliant relationships
- Good communication skills both oral and written
- Good organisational skills
- Strong IT and keyboard skills with good level of competence in Word is essential; PowerPoint, Publisher, and Excel highly desirable
- Interest in selling the idea of ACD to new contacts

#### **Experience**

- Experience in an administrative role
- Project/event experience is desirable
- Content management abilities is desirable
- Experience in grant applications is desirable

### **Attitudes and values:**

- Commitment to ACD's core values
- Friendly, proactive and positive
- Ability to work as part of a team and on own initiative
- Ability to multi-task and occasionally work under pressure
- Diligent, professional and possessing a keen eye for detail

#### **In addition, as an ACDiversity staff member, the following is expected:**

- Adherence to ACD's internal information and management systems and policies
- Contribute to organisation-wide initiatives and participate in organisation-wide activities