

Executive Assistant (Welsh Speaking) (Maternity Cover)

Key Information

Reporting To:	Chief Executive
Contract Type:	Full time, fixed term until September 2022 (Job-share considered)
Salary:	£19,467 - £21,154, pay award pending, pro rata
Location:	A combination of office (Cardiff) and home-based working
Closing Date:	Monday 11 October 2021

Overview of Role

The Executive Assistant will provide professional and high-quality support on internal business administration to the Chief Executive, the Clerk to the Board, the Board, the Principals' Forum, sub-committees and the Senior Management Team.

The role will provide a high standard of customer care dealing with the full range of stakeholders, managing telephone and email enquiries, and communicating through the medium of Welsh and English on daily basis.

This is currently a predominantly work-from-home opportunity but will require the successful candidate to work regularly from the Colegau Cymru offices in Cardiff, so the ability to commute here is essential for the future.

Main Duties

- Assist in the planning and scheduling of Board meetings, and compiling and distributing agendas and papers in a timely way, in accordance with agreed schedules.
- Provide an efficient secretariat service to the Principals' Forum, sub-committees, and Senior Management Team meetings, to include agenda and paper compilation, minute taking and maintaining an ongoing log to monitor the completion of actions.
- Proactively support the Chief Executive, the Senior Management Team and committee members in the timely production of papers and provide assistance where required to ensure agreed actions are fulfilled in accordance with due dates.

- Provide proactive, confidential, professional, and high-level support to the Chief Executive, including diary management, responding to emails, post, expenses, and telephone calls, and providing administration support as required.
- Compose, review, and edit correspondence and reports on behalf of the Chief Executive, Board Members, and the Senior Management Team.
- Provide an efficient administration service to support the governance structure and the Principals' Forum to include the booking of venues, arranging meetings, preparation, proofing and circulation of agendas and papers.
- Produce accurate minutes and distribute in a timely manner, publishing to online platforms as appropriate.
- Preparation and proof reading of documents, including presentations and reports.
- Maintain up to date contact lists of relevant committee/network members and their PAs.
- Act as point of contact for the Chief Executive and the Senior Management Team, both internally and externally, implementing a system of control and re-directing enquiries where appropriate, ensuring an awareness of the political context in which ColegauCymru operates.
- Manage all electronic and paper filing systems, ensuring documents are held securely with relevant authorised permissions of access.
- Review and update company information documents such as organisation charts, telephone lists, distribution lists etc.
- Respect diversity and promote good equality practice and equality of opportunity.
- Promote and embed service delivery through the Welsh Language.
- Promote and represent the Post 16 Education and work-based learning sector through all professional interactions and relationships.
- Undertake any other duties as directed by the Chief Executive.

Welsh Language Requirements

ColegauCymru is a proudly bilingual organisation and Welsh language skills are considered an asset to the organisation. We acknowledge the importance of developing and growing a bilingual workforce and encourage and support staff to learn, develop and use their Welsh language skills in the workplace.

Welsh language skills are essential to this role. This includes:

- **Reading:** A full understanding of work-related material
- **Speaking:** Fluency
- **Understanding:** An understanding of all work-related conversations
- **Writing:** The ability to prepare written material for all work-related matters

Applicants are welcome to contact ColegauCymru to discuss this requirement.

Person Specification

Essential Criteria
GCSE English, Maths and Welsh or Level 2 equivalent, Grade C or above.
Proficiency using Microsoft Office software including Office 365.
An understanding of how to set up document management systems.
Experience of providing administrative support to senior/executive level meetings, including taking minutes.
Effective time and priority management.
Excellent standard of written and spoken English and Welsh languages.
Ability to develop and maintain excellent working relationships with a range of stakeholders and senior level staff.
Ability to collate, format and produce high quality meeting papers using in-house styles within tight timescales.
Strong attention to detail.
Proactive and innovative problem solver with drive to identify and deliver continuous improvements.
Able to maintain confidentiality and act with discretion and diplomacy.
Desirable Criteria
Knowledge of Charity, member services or Further Education sectors.

Application Process

Please send a CV which demonstrates how you meet the Person Specification, along with a short covering letter that addresses the three questions below. The answer to each question must not exceed 200 words.

1. How would you prioritise workload on a typical day?
2. What are the advantages to ColegauCymru and stakeholders of providing a bilingual service?
3. What are the three most important qualities for this role?

Equality and Diversity

We ask that you complete our Equality and Diversity Form when you apply. This is voluntary, and anonymous, but helps us to ensure that we are being inclusive in our recruitment.

Closing Date

Applications should be submitted by email to HR@colegaucymru.ac.uk no later than **12.00pm on Monday 11 October 2021**.

Interviews

Interviews will be held on Monday 18 October 2021, in person if possible but otherwise via MS Teams. If you have any queries, please email HR@colegaucymru.ac.uk.

DBS Disclosure Check

Please note that the successful candidate may be subject to a DBS disclosure check.