**Project & Communications Executive**

## Aim of post

The Project and Communications Executive will work closely with the Senior Leadership Team to ensure that projects across the business are monitored, tracked, delivered and effectively communicated to the wider business. This role will have oversight of around 100 small scale projects as well as regular report compilation and distribution.

A large part of this role will be working for the Senior Leadership Team, attending meetings, creating actionable outcomes and following them through to completion. The successful candidate for this role will be autonomous, have excellent IT skills and have a keen eye for detail. They will have a keen focus on managing deadlines, with excellent communication skills and a confidential and discreet work ethic.

## Responsibilities

* To own and be up to date on all the organisations projects
* To oversee and coordinate end to end projects to deadlines, as directed by the Senior Leadership Team.
* To cascade and monitor KPI’s (Key Performance Indicators) across the business
* Liaise with managers to create monthly reports
* To organise, prepare agendas and take minutes for regular meetings.
* To manage and ensure completion of action points from meetings.
* To organise meetings and events.
* To provide direct support to the Managing Director and Senior Leadership Team as required.
* To act as a positive ambassador for the organisation, building relationships, demonstrating professional conduct and discretion at all times.
* Typing, compiling and preparing reports, presentations and correspondence as required.
* Booking accommodation and travel for the Senior Leadership Team
* Diary co-ordination (as and when required)

**Safeguarding Children**

Safeguarding Children is central to all that By the Bridge with Cambian does. Although the Executive Assistant role is not primarily one where contact with children is involved there may be occasions, either through seeing situations with a fresh pair of eyes; reading information in a report or by receiving information in any other way that you may have concerns regarding the welfare of a child. In any situation where the Executive Assistant has concerns for a child’s well-being they must follow the reporting procedure of By the Bridge with Cambian. The Executive Assistant will be required to undertake mandatory online safeguarding training within their induction period.

## Working Relationships

* Reporting to the Managing Director
* Working closely with the Senior Leadership Team
* Working closely with all managers across the organisation
* To liaise with all members of staff and foster parents as required.

## Person Specification

**Essential**

* Excellent IT skills (specifically Microsoft packages)
* Excellent communication skills
* Experience of managing and delivery of projects
* Relevant previous experience in a similar role
* Ability to manage competing priorities and work to deadlines, remaining calm under pressure
* Ability to maintain confidentiality and discretion
* Proactive
* Self-motivated With the ability to work independently and with initiative
* Excellent attention to detail
* Ability to work flexibly in a national organisation

**Desirable**

* Knowledge or understanding of fostering or childcare services
* CRM systems