



Application Pack

Executive Assistant

The application pack consists of the following:

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After reading this pack to apply you will need to:

Complete the application form online which consists of:

- A section detailing your personal details, work history and experience.
- 3 role specific competency-based questions.
- An equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.

Please read section 4 below carefully before completing your application.

Barnwood Trust

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barnwoodtrust.org

Registered charity number 1162855

Building belonging



Barnwood Trust: Background

Making sure everyone feels at home in Gloucestershire is at the heart of what we do at Barnwood Trust. We work alongside disabled people and people with mental health challenges to make the county a more inclusive and enjoyable place to live.

This involves us in a wide range of activities. We give grants to encourage community initiatives or help people with day-to-day living. We share knowledge and ideas to help people in Gloucestershire find new ways around familiar problems. We also open doors to new directions and experiences by encouraging people to learn a new skill or re-discover an old passion, or to join or start groups in the community.

All our work is about building belonging. Something wonderful happens when people gain a sense of being part of a community. Togetherness is empowering. Togetherness means people can take control of their lives and then support others in similar situations, through sharing their experiences. Everything we do works towards creating closer communities in Gloucestershire by sparking that sense of belonging.

Importantly, we don't work in isolation. We have long-established relationships with organisations across the county. Through sharing ideas and experience we support them to think about disability, community, housing and opportunities differently.

We view our relationship with disabled people and people with mental health challenges as a partnership. We don't run services. Rather, we offer the know-how for people to develop their own community groups and initiatives. Similarly, while we add funds, ideas and energy, the community provides the focus. Together, we support change in communities, encouraging people's diverse strengths and bringing the county closer together.

Barnwood Trust was set up over 200 years ago to support people with mental health challenges living in Gloucestershire. Today, we help thousands of people every year and we are a financially independent organisation that doesn't rely on fundraising. What really sets us apart today is our focus on building belonging across the county - recognising the contribution everyone makes to Gloucestershire.



Executive Assistant – Job Description.

INTRODUCTION AND BACKGROUND

Barnwood Trust is a long-established charitable trust in Gloucestershire. Its vision is that Gloucestershire is a better place for disabled people and people with mental health challenges to make the most of their lives, through acting as a catalyst for lasting change.

By enabling possibilities within communities, sharing ideas, and providing grants, we enable people to shape where they live and discover new opportunities.

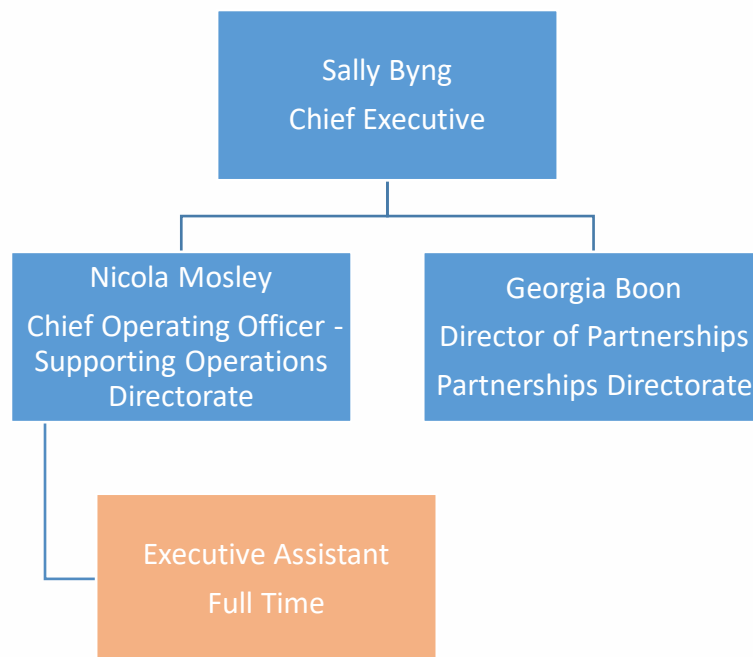
Our work is focussed on four strategic goals:

- Disabled people and people with mental health challenges follow their passions and take up opportunities and no one feels excluded
- Disabled people and people with mental health challenges live in well-designed homes in welcoming sustainable communities
- Disabled people and people with mental health challenges are fully involved in creating welcoming communities, spaces, and places
- Disabled people and people with mental health challenges influence people, places, and organisations to make positive changes on disability issues and inclusion

POSITION IN ORGANISATION

The Executive Assistant sits within the Supporting Operations Directorate. The role reports to the Chief Operating Officer and will also work closely with the Chief Executive and Director of Partnerships, and collaboratively across the whole organisation to support the Leadership and Management Teams.

The Leadership Team, which this role provides Executive support to comprises of the Chief Operating Officer, Chief Operating Officer, and Director of Partnerships.



OUTLINE OF FUNCTION:

Executive Assistance:

1. Schedule and organise regular internal meetings and events for the Leadership Team and Management Team. Prepare agendas, take minutes, and maintain records.
2. Schedule meetings for the Leadership Team as requested, booking rooms, making other arrangements, and supporting other administrative needs as required.
3. Manage diaries for the Leadership Team as required.
4. Monitor, screen, and where appropriate respond to incoming communications on behalf of the Leadership Team and distribute communications for the Leadership Team.
5. Support Chief Operating Officer in the administration and preparation of sensitive information for payroll proposing.

Governance Assistance

6. Schedule and organise all Board, Committee and Governance Working Groups. Support with the preparation of papers ensuring they are issued in a timely manner and loaded on the Governance Portal. Take minutes and maintain records for all governance meetings.

7. Maintain the following registers: (i) Trustees; (ii) attendance at meetings, (iii) decisions taken out of meetings and (iv) signed minutes.
8. Maintain schedule of policies approved by the Board and Board Committees and Committee Terms of Reference, identifying and scheduling review dates.
9. Support Trustee recruitment process through creation of application packs, scheduling recruitment process, managing applications and interviews, scheduling induction activities and creating digital and hard copy induction packs.
10. Liaise with the Internal Communications Manager and Marketing & Communications Manager to ensure Board involvement in Trust-related events where appropriate and relevant and to link Board members to internal communications
11. Liaise with the Marketing & Communications Manager to ensure that all governance related information on the Trust's website is current and relevant.

HR Administration

12. Support the Head of People in the preparation of sensitive, confidential communications and reports relating to people management.

Contribution to the Trust's overall programmes of work

13. Contribute to activities organised to support the development of Barnwood Trust and its Teams.
14. Contribute to events and activities organized to promote the work of the Trust.
15. Participate in and, where relevant, contribute to the Trust's internal and external learning programme events, and to activities designed to evaluate the work of the Trust.

General

16. Uphold, safeguard, and promote the Trust's values, principles and policies through personal conduct, approach to all tasks undertaken and conduct of relationships with everyone engaged with, inside and outside the Trust
17. Participate in routine tasks required to maintain a high-quality environment for everyone using Barnwood Trust's premises
18. Take responsibility for working in accordance with the Trust's policies, with special regard to the safeguarding policies, taking reasonable care for your

19. own health and safety, and that of other people, and to comply with all health and safety legislation
20. Ensure the Chief Executive is kept informed of all important matters related to the work of the Trust across the county
21. Maintain confidentiality at all times and ensure compliance with the Trust's Information Governance Policy and suite of policies

GUARANTEED INTERVIEWS

In the person specification we describe some 'essential skills or experience' (a few things we really need the person applying to be able to do). If you have a disability (this includes mental health or long-term health conditions) and have these essential skills or experiences, we will guarantee you an interview.

To be invited to interview or assessment in this way, you must detail in the answers to our 'Competency Questions' document how you meet the essential criteria for the role and then check the box next to the question asking if you would like your application to be considered for this.

A request under the guaranteed interview scheme does not guarantee an applicant a job. At interview, the best candidate will be offered the role. If you are invited to interview you will receive your invite and we'll ask you about any reasonable adjustments that you may need.

Executive Assistant – Person Specification.

Commitment to disabled people and people with mental health challenges.

- Passionate about making a positive difference to the lives of people with disabilities and people with mental health problems

Essential Knowledge and Experience

- Previous experience of providing Executive support at Management level
- Experience of collating information, producing statistics and reports and issuing board papers
- Experience of servicing meetings including taking concise and accurate minutes

Skills

- It is essential that you have excellent communication and organisational skills, including high level written communication skills
- It is essential that you have excellent interpersonal skills and the ability to build effective and resilient relationships at all levels and with key stakeholders while demonstrating tact and diplomacy
- Strong writing and proof-reading skills and attention to detail
- Strong IT skills are essential (demonstrable proficiency in using MS Office, Word, Excel and PowerPoint) with accurate and well-presented typing skills and the ability to draft correspondence independently
- Ability to work with autonomy and flexibility and to safeguard confidential information
- Ability to be flexible and cope with change
- Resourceful under pressure and ability to prioritise a demanding workload
- An understanding of good governance and compliance practice for charities



Work ethic and approach

- A positive attitude and an ability to generate goodwill and build relationships with collaborators and colleagues
- Ability to manage parallel tasks, prioritise work, cope with the unpredictable and manage time effectively to meet internal and external deadlines
- Displays the utmost integrity and an ability to hold and respect confidential and sensitive information
- Dependable and resilient
- Commitment to working as part of a team
- Self-motivated, resourceful and proactive in taking initiative
- Concern for, and commitment to, delivering high quality work

TERMS AND CONDITIONS

- This role is permanent, and we welcome applications from people looking for full time hours (37.5hrs a week). We offer a flexible start between 8am and 9.30am Monday to Friday
- Salary – £34,950
- This position is based in our office in central Cheltenham with occasional opportunities for home working.



GUIDANCE ON APPLICATIONS

How to apply:

On our website, click on Apply Now to be taken to the online application form. The online application form has 3 sections for you to complete:

1. The form will ask you to complete a basic application form including your personal details, work history and experience. This section will not be shared with the recruiting manager until after shortlisting and will be held by the recruitment team.
2. The form will ask you to answer 3 role specific competency-based questions. It is only your answers to these 3 questions that will initially be shown to the hiring manager to shortlist applicants for interview so please answer these questions fully.
3. Finally, the form will ask you to complete an equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.

Equal Opportunities questions help us to monitor the effectiveness of our Equal Opportunities policy by gaining a picture of all those applying for and obtaining jobs with the Trust. The Equality Act 2010 protects people from discrimination and promotes equality on the basis of a number of 'protected characteristics'. We ask for information on your 'protected characteristics' in order to help us monitor our performance on equality.

Completing the form:

You may wish to complete your application in stages. To do this, use the 'save and continue later' function at the bottom of a page in the application. The form will ask you for an email address and will email you a link to the completed section of form so you can go back to it later even if you close your web browser.

Applications must be submitted by the closing date and time. Once you have submitted your application form you will not be able to make any further amendments and you will not be able to see a copy. If you are invited to interview, we will share a copy of your application form with you.



We want our application process to be right for you as an individual, so if there's anything you think we can do to make this process more straightforward for you please email recruitment@barnwoodtrust.org directly to discuss what support we might be able to provide. Our career page on our website (<https://www.barnwoodtrust.org/about-us/current-jobs/>) has some examples of things we may be able to put in place for people who request extra support.

Deadline for applications: **12.00 noon on Wednesday 21st September 2022.**

First interviews: Monday 26th September

Second stage interviews: Tuesday 5th October

We would like the successful candidate to start as soon as possible.

Barnwood Trust is committed to safeguarding and promoting the welfare of disabled people and people with mental health challenges and expects all employees to share this commitment. Therefore, all offers of employment are subject to a number of employment reference checks and a basic DBS check provided by the Trust.