student minds

Student Minds
16-17 Turl Street, Oxford, OX1 3DH

01865 264 168
www.studentminds.org.uk
info@studentminds.org.uk

Executive Assistant

Location: Leeds
Salary: £20,000 - £30,000 dependent on relevant experience
Reporting to: Head of Operations
Start date: As soon as possible
Hours of work: Full time, 37.5 hours per week
Contract type: 12 months fixed term (with the possibility of extension)
Purpose: To provide direct assistance to Student Minds' CEO and Senior Management Team and to help ensure the smooth functioning of the charity's governance structures.

About Student Minds

Student Minds is the UK's student mental health charity. We empower students and members of the university community to develop the knowledge, confidence and skills to look after their own mental health, support others and create change. We train students and staff in universities across the UK to deliver student-led peer support interventions as well as research-driven workshops and campaigns. By working collaboratively across sectors, we share best practice and ensure that the student voice influences decisions about student mental health. Together we will transform the state of student mental health so that all in higher education can thrive.

About the role

Since 2011 we have worked with a range of students, professionals and academics to develop innovative ways to improve the mental health of students. Currently, Student Minds collaborates with over one hundred universities and Students' Unions across the UK. Having developed our ambitious 2017-21 strategy to develop healthy student communities, we are excited to be recruiting for an Executive Assistant to help us achieve our goals.

This is a crucial supporting role where you will be providing flexible assistance primarily to our CEO, in the planning and delivery of their workload. You will also provide administrative support to the Senior Management Team, Trustee Board and other structured groups which shape the charity's strategy and activities: a Clinical Advisory Group and a Student Advisory Group.

Job Description

Principle accountabilities

- Email management:
  - Helping to prioritise demands, responding to correspondence on their behalf and following up with contacts post meetings.

- Calendar management:
  - Arranging meetings and itineraries and coordinating travel as required.

- Stakeholder management support:
  - Maintaining updated databases for organisational contacts.
  - Uploading meeting notes to Salesforce and/or Google Drive.

- Meeting management:
  - Planning and coordinating all relevant meetings which include Board meetings, Clinical Advisory Group meetings, Student Advisory Group meetings, Management Team meetings and any other general committee meetings or team days.
  - Providing logistical and administration support for all meetings, arranging suitable meeting premises; preparing and circulating agendas and meeting papers in consultation with the Board Chair, CEO and Senior Management Team.
  - Coordinating catering requirements and liaising with the Office Manager to make purchases.
  - As and when required, taking high quality accurate minutes of meetings and circulating them for appropriate approval and sign off.

- Processing any travel expenses for the Senior Management Team and claims expensed by members of the groups.

- Issuing invoices as appropriate.

- Managing charity records: provide historical reference by supporting procedures for retention and disposal of records.

- Answering the phone and passing on enquiries to relevant colleagues, with particular care in handling press enquiries.

- Welcoming guests and providing tours of facilities where required.

- Assisting with sorting post.

Other duties

- Work to agreed charity and personal targets.
- Attend regulary team meetings with Student Minds colleagues.
- Work in a flexible way and undertake tasks to support Student Minds colleagues as required.
- Undertake training and attend conferences as appropriate.
- Ensure equality and inclusion responsibilities for your area of work.
- Due diligence for internal policies and data management.

Person Specification

You will be a highly organised, proactive and articulate individual who thrives in a fast paced environment. You will have excellent administrative skills and the ability to sucessfully operate with colleagues at senior management and Board level.

Criteria	Essential	Desirable
Highly organised	x	
Experience of working in a role supporting others	x	
Excellent time management skills, with the ability to apply good judgement to manage, prioritise and balance conflicting demands	x	
Excellent attention to detail and accuracy	x	
Excellent interpersonal skills with the ability to adapt and relate to people at all levels.	x	
Excellent written and verbal communication skills, and experience of taking minutes	x	
Ability to work under pressure and to deadlines	x	
A flexible and proactive approach, combining enthusiasm and a willingness to learn	x	
Tact, diplomacy and the ability to maintain a high level of confidentiality.	x	
Comfortable with occasional travel (quarterly trustee meetings in London)	x	
Good IT skills (e.g. proficient in Microsoft Office) with the ability to learn new systems such as Google Drive, Salesforce, Slack, and others where relevant.	x	
Experience working as a personal or executive assistant or in an administrative/ supporting role.		x
Experience in the charity and/or higher education sector		x
Interest in mental health		x
University degree not required, but A levels or equivalent college qualifications desirable		x

To Apply

To apply, fill in our **online application form** and send your CV and cover letter to **vacancies@studentminds.org.uk**. Please detail your relevant skills and experience that make you a good fit for the role and the organisation. We ask that CVs and cover letters are no longer than 2 pages.

The deadline for applications is the **24th September at midnight**.

You will hear back from us at the start of October and should you be shortlisted, an interview will take place in Leeds (provisionally during the week of the 15th October) and will involve a competency interview and a task based interview.

We're looking forward to hearing from candidates who want to help us make our vision a reality! We are keen to hear from individuals with personal experience of mental health difficulties, and we particularly encourage applications from men and ethnic minorities, who are currently under-represented in Student Minds.

If you have any questions about the application process or need reasonable adjustments made please contact vacancies@studentminds.org.uk.

We look forward to hearing from you!

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