

**The Fermanagh Trust**

**Job Description**

**JOB TITLE:** Executive Secretary (permanent post)

**HOURS:** 16 hours per week

9.30 – 1.30pm Monday – Thursday.

Will include evening work approximately 6 times p.a.

**RENUMERATION:** £25,350 - £27,300 per annum pro-rata (37.5 hr week)

**ACCOUNTABLE TO:** Director

**Objective of the Job:**

To provide Secretarial support services to the Trust’s Director and Trustees including grants administration

**Duties:**

* Supporting the Director in relation to administrative detail and coordinating workflow.
* Be responsible for checking deadlines and putting preliminary work in play.  Processing replies on own initiative or from dictation or notes.
* Devising and maintaining office systems, in particular overseeing the grants administration process, data management and filing system
* Taking telephone calls, and handling them as appropriate.
* Managing emails and devising a manageable filing system for emails.
* Typing correspondence
* Creating business presentations as required
* Managing the Director’s diary and time efficiently, including the arrangement of appointments, meetings and functions
* Writing minutes of meetings and ensuring that action points are dealt with.
* Compiling, photocopying and circulating board papers
* Diary management for board and committee meetings
* Liaising with trustees, staff colleagues and others, organising meetings, etc
* Ensuring an efficient flow of communications and information and being aware of current issues.
* Assuring discreet handling of all business.
* Accurate production of documents, including e-mails, general correspondence, memos and papers/presentations as required by the Director
* Managing internal events/activities
* Act as a key point of contact
* To maintain confidentiality in all dealings with trustees, staff and all customers
* Contribute to the smooth running of The Fermanagh Trust and the Trust’s projects

**Other**

* To undertake any other duties and responsibilities which will assist in the achievement of The Fermanagh Trust’s objectives
* To demonstrate flexibility in the execution of duties as part of a small team
* To conform at all times to the Trust ethics and values
* On occasions work will involve some evening hours