

JOB DESCRIPTION – Executive Coordinator

Job title	Executive Coordinator	Department	Ada
Job holder		Reports to	Director
Job type	Permanent	Date created/amended	July 19
Job aim	To develop and implement the administrative foundations that will enable Ada to be an effective and agile organisation.		

Responsibilities

- To provide highly professional, effective and proactive administrative support to the Director and the small team in Ada, including all diary management
- To act as the first point of contact for Ada dealing with initial enquiries, and drafting correspondence
- To develop and manage good working relationships with all relevant stakeholders within all areas of the business
- To coordinate stakeholder and advisory group meetings from start to finish, overseeing all logistical arrangements including drafting agendas, arranging catering, and taking minutes on the day
- To manage events from start to finish, including booking all travel
- To formulate and implement new standard operating procedures and practices for Ada
- To provide support for the Trustees and Project Boards, ensuring timely preparation and distribution of papers for all Board and Trustee meetings and to follow up matters arising as necessary
- To work on projects across the business as needed, managing multiple projects at once
- To undertake ad hoc projects as required
- To compile management information
- The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.

Person specification:	Essential (E), Highly Desirable (HD) Desirable (D)
Experience of	
▪ Working as a Senior Administrator or at a similar level ideally within a small organisation or project	E
▪ Managing a complex diary and workload, prioritising tasks	E
▪ Budgets and monitoring spend	E
▪ Drafting agendas and minute taking of complex meetings	E
▪ Developing stakeholder relationships both internally and externally	E
▪ Providing support to Trustees and Project Boards	HD
▪ Project Management	HD
▪ Events Management	HD
▪ Working in a grant making or charitable organisation	D
Knowledge and Skills	
▪ Excellent organisational skills	E
▪ An eye for detail and the bigger picture	E
▪ Excellent communication skills and ability to deliver messages both written and verbal to a wide variety of stakeholders	E
▪ The ability to work to a high level of detail and accuracy, without supervision	E
▪ High-level IT skills (including Word, Excel, and Outlook, CMS)	HD
▪ Degree or equivalent	HD
Personal Qualities	
▪ Flexible and open in approach	E
▪ The ability to work to deadlines, managing peaks and troughs of work	E
▪ A naturally proactive approach to problem solving	E
▪ The ability to take initiative and work independently when required	E
▪ Methodical and well organised	E
▪ Collaborative, with a willingness to help out as needed	E

▪ Tact, discretion and the ability to maintain confidentiality	E
▪ Excellent people skills: approachable; ability to develop positive relationships with colleagues, Trustees, all stakeholders etc at all levels	E
▪ An interest in social policy and the mission of the organisation	E
▪ Strong interpersonal skills and emotional intelligence	E