

## ROLE PROFILE

<b>Role:</b>	Executive Assistant (Part-Time 18 hours per week)
<b>Reporting to:</b>	CEO
<b>Liasing with:</b>	CEO, ELT and Board Members
<b>Salary Scale:</b>	Pay Points 29-32 (£26,667 - £29,271) <b>Pro Rata 18 Hours</b>
<b>Location:</b>	Belfast HQ
<b>Date:</b>	June 2025
<b>Term:</b>	1 Year Fixed

### Role Overview

Cancer Fund for Children (CFFC) supports children and young people living with cancer and their families throughout the island of Ireland. Our vision is to ensure that no child faces cancer alone.

We are seeking a highly organised, proactive, and adaptable individual to fill the role of Executive Assistant. They will provide key operational support to the Trustees, Chief Executive and members of the Executive Leadership Team. The individual will have exceptional communication and organisational skills and strong attention to detail. The Executive Assistant, will play a crucial role in supporting the Chief Executive and Executive Leadership Team, optimising their productivity, and ensuring seamless coordination of tasks and responsibilities. They will help to ensure that governance processes of the organisation are implemented and operate effectively and that there is precise, timely and comprehensive reporting to the Cancer Fund for Children Board.

## MAIN DUTIES AND RESPONSIBILITIES

### Trustee and Board Governance

The Executive Assistant will support the Board with secretarial duties. They will play a pivotal role in ensuring the effective functioning of Cancer Fund for Children's board of Trustees.

- Coordinate and schedule board and board subcommittee meetings, ensuring that all relevant parties are informed and available.
- Prepare meeting agendas, supporting documents, and presentations in collaboration with the board Chair and Chief Executive.
- Distribute meeting materials well in advance to board and subcommittee members to facilitate thorough preparation.
- Attend board and subcommittee meetings, take accurate minutes, and record decisions, actions, and follow-up items.
- Co-ordinate and track follow up actions.
- Serve as a primary point of contact for board members, facilitating communication and addressing enquiries promptly.
- Draft, edit, and distribute official correspondence, announcements, and notices related to Board matters.

- Maintain a comprehensive and organised record of Board minutes, resolutions, policies, and related governance documents.
- Ensure that all Board-related documents are properly filed and easily accessible for reference.
- Assist in the preparation and filing of required documentation with regulatory authorities (Companies House, Companies Registration office, Charity Commission NI and Charities Regulator Authority).
- Collaborate with the Board, Chair and CEO to facilitate Board orientation for new members.
- Support the organisation of Board subcommittees, including scheduling meetings, compiling agendas, and maintaining committee-specific records.

### **Executive Support to Chief Executive**

The Executive Assistant, will play a crucial role in supporting the Chief Executive in managing their daily activities, optimising their productivity, and ensuring seamless coordination of tasks and responsibilities.

- Support the Chief Executive to keep an accurate calendar, scheduling and coordinating meetings, appointments, conferences, and travel arrangements. Anticipate scheduling conflicts and proactively resolve them.
- Act as a primary point of contact for internal and external communications on behalf of the Chief Executive. Support effective coordination of correspondence, ensuring timely responses and prioritisation of important matters.
- Review current processes within the Chief Executive support function improving working practices and procedures, recommending and implementing appropriate changes where possible.
- Prepare and distribute meeting agendas, documents, and presentations. Attend meetings, take accurate notes, and follow up on action items to ensure tasks are completed.
- Handle sensitive information with the utmost confidentiality and discretion. Maintain professionalism and integrity in all interactions and communications.
- Organise and manage documents, files, and records, both physical and digital. Implement efficient filing and retrieval systems to streamline information access.
- Condense, summarise and provide reports or briefings in respect of relevant strategic plans and other documents.
- Set up Purchase Orders (PO) for Chief Executive expense items requiring PO approval.

### **Executive Support to Executive Leadership Team**

The Executive Assistant will play a crucial role in supporting the Executive Leadership Team:

- Provide administrative support to the Executive Leadership Team.
- Prepare and distribute Executive Leadership Team meeting agendas, documents, and presentations.
- Attend Executive Leadership Team meetings, take accurate minutes.
- Co-ordinate and track follow-up actions.

- Gather Executive Leadership Team reports for Board and Board Subcommittee Meetings papers.
- Make travel arrangements for the Executive Leadership Team, as and when required and facilitate meetings and conferences.

**PERSON SPECIFICATION**

Key Criterial	Essential	Desirable
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• NVQ Level 4, National Diploma or equivalent in business administration or other relevant subject.</li> </ul> OR; <ul style="list-style-type: none"> <li>• A Personal Assistant LCCI Diploma or equivalent.</li> </ul>
<b>Experience &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Minimum of 3 years' experience in an Office Administrator/Clerical role.</li> </ul> OR; <ul style="list-style-type: none"> <li>• Minimum of 2 years' experience in a Secretarial or PA role, at least one of which is PA to a Director/CEO.</li> </ul> <ul style="list-style-type: none"> <li>• Experience in a range of software packages including Microsoft Office, database systems.</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience in working for a non-profit/charitable organisation.</li> </ul>
<b>Skills &amp; Competencies</b>	<ul style="list-style-type: none"> <li>• Strong organisational skills and attention to detail with high level of accuracy through all work.</li> <li>• Experience of taking and producing meeting minutes, preparing letters and reports to a professional standard.</li> <li>• Excellent written and verbal communication skills.</li> <li>• Proficiency in office software and tools, including Microsoft Office Suite and calendar applications.</li> <li>• Ability to handle multiple tasks and priorities simultaneously, with a strong sense of urgency and efficiency.</li> <li>• Ability to work collaboratively with a diverse group of stakeholders, including board members and executives.</li> <li>• High level of integrity, discretion, and professionalism.</li> <li>• Demonstrates ability to maintain confidentiality and exercise sound judgment.</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to the aims and objectives of Cancer Fund for Children.</li> </ul>

<b>Job Circumstances</b>	<ul style="list-style-type: none"><li>• Flexibility to adapt to changing priorities and work outside of regular business hours as needed.</li><li>• Ability to travel as required across the UK and Ireland and internationally as required.</li><li>• Driving licence &amp; access to a car.</li></ul>	
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This job information is not intended to be either restrictive or definitive. It is important to note that the responsibilities of the post may change to meet the evolving needs of the services that the charity provide.

**NB: The organisation reserves the right to enhance the above criteria to facilitate short-listing.**