



**Bromley**

# Admin Support to Chief Officer



## The role

### Summary

The **Project Admin Support to the Chief Officer** is a vital member of the organisation's administrative team, responsible for managing various administrative tasks and supporting the Chief Officer. This role requires excellent organisational skills, attention to detail, and the ability to work efficiently in a dynamic environment. The Chief Officer Support will work closely with other team members to ensure smooth operations.



## Role profile

### Key Responsibilities

#### Administration Support (CEO)

- Liaise with Chief Executive Officer and Senior Management team to maintain and update office records including office manual procedures
- Ensure minutes for senior team meetings are written up and circulated
- Highlight new/updated policies to the Chief Executive Officer and update policies as required.
- Assist the Chief Executive Officer with aspects of the recruitment process.
- Support the training team with volunteer recruitment.
- Create and maintain filing systems in accordance with the office systems and procedures.
- Process letters, documents and reports as required
- Use photocopier and other office machines as appropriate
- Support the Chief Executive Officer with administrative duties relating to projects
- Use of IT software for statistical recording of information relating to projects.
- Creating monthly/quarterly reports on specific projects. Or ad hoc as required.
- Assist in helping to arrange project related events.
- Conduct research for team members and cascade.
- Report Formatting: Organize and format reports in a clear and presentable manner, making use of charts, graphs, tables, and other visual aids to enhance understanding.
- Scheduling routine meetings and recording meeting minutes.
- Retrieving necessary information such as related case studies.

#### Trustee Board and other meetings

- Arrange bi-monthly meetings of the Trustee board and other Board Meetings
- Arrange Annual General Meeting: book venue, send out invitations, organise catering
- Circulate papers, agendas, minutes.
- Attend appropriate internal and external meetings as agreed with line manager

## **Administration Support**

### **Other duties**

- Attend staff meetings/outreach locations as appropriate.
- Demonstrate a commitment to the aims and policies of the Service.
- An understanding of and commitment to the Aims and Principles of the Service including the service's equality and diversity policies.
- To work within Services policies and procedures.
- To attend regular support meetings.
- To undertake any other duties that are compatible with the functions of the post.