

Administrator to the Executive Team – Job

Description

Role information

Department: Internal Assurance

Job Title: Administrator to the Executive Team

Grade: C

Responsible to: Governance Officer

Date: July 2026

Purpose of the job:

To provide a confidential, effective and efficient administration service to the Chief Executive, Directors and Governance Officer.

Duties and responsibilities

Administration

- Maintain governance online folders and physical filing in line with the document retention policy, ensuring appropriate levels of access for other staff.
- Arrange travel for the Group CEO and Directors to maximise efficiency and minimise cost; diarise travel schedules, accompanying tickets and documents in advance.
- Manage expense claims, gathering evidence and supporting submission as appropriate.
- Manage diary forward planning and make diary bookings for the Group CEO and Directors.

- Manage the Group CEO's and Director's emails as required to ensure they are reviewed and prioritised.
- Supporting in the implementation of Group reward programmes, including the ordering and recording of awards and gifts.
- Review and keep updated presentation templates relating to governance, including those for staff and trustee inductions.
- Provide administrative support to the arrangement and operation of Parliamentary events.
- Carry out other administrative duties for the Directors as required.
- Monitor the shared Governance inboxes and respond to correspondence.
- Maintain the Group's conflicts of interest register, gifts and hospitality register, and other comparable documents.
- Support the CEO and Directors with social media output, drafting and scheduling, as required.

Governance

- Support the Governance Officer in making arrangements for Board and Committee meetings including meeting room, hotel, catering, and travel bookings.
- Support the Governance Officer in board and committee paper collation and dissemination, and any other administrative arrangements.
- Support the Governance Officer and Group Director of HR and Facilities in delivering governance processes in the areas of Trustee and NED appraisals, recruitment and induction.
- Support the Governance Officer in maintaining the Trustee's intranet page. Support the Governance Officer in uploading documents for board and committee meetings to the appropriate intranet locations.
- Lead in the gap analysis and demonstration of compliance for incoming changes to governance regulations as instructed.
- Lead in completing Governance projects, monitoring actions and driving progress. Seek cross-departmental input as necessary.

Meeting Management

- Maintain the terms of reference documents and meeting structure document for key meetings.
- Organise internal and external meetings for the Group CEO and Directors, including booking venues, arranging travel and accommodation, organising equipment and taking minutes as required.
- Act as the conduit and first conduct for diary planning for key stakeholders.
- Support the Group CEO and Directors to prepare agendas for meetings and ensure papers are accurately prepared and disseminated on time.
- Attend key internal meetings and ensure that minutes, decisions, and actions from meetings are recorded effectively and compiled within required timescales. Monitor and report on progress/completion of actions and plan agendas ahead of time.
- Take delivery of catering for in-house meetings, accepting deliveries into the office and ensuring that orders are correct. Monitor and account for allergies or other dietary requirements.

Other

- Co-ordinate necessary updates to the Group CEO, Director, and Board biographies and photos on the Group websites.
- Support the arrangements for Director feedback and appraisal planning.
- Complete monthly monitoring of Group credit card and expense claims.

General

- Professionally and positively represent the organisation at all times.
- Work effectively with colleagues to achieve the aims and objectives of the charity.
- Support organisation wide initiatives to facilitate cross team working.
- Attend meetings and training sessions as required.
- Carry out other appropriate duties as required.

Person specification

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Experience

Essential

- General and meeting administration experience.
- Experience supporting Senior stakeholders
- Record input and maintenance.
- Managing a varied workload.
- Managing company credit card and expenses accounts and claims.
- Contributing to projects.
- Analysis of information and producing reports on outcomes.

Skills, knowledge, and abilities

Essential

- Microsoft Office and broader digital confidence
- Knowledge of computer and hard-copy filing systems.
- Communication skills - written and oral,
- Diary and inbox coordination skills
- Interpersonal skills.
- Literacy, numeric and accuracy skills.
- Excellent document presentation skills.
- Knowledge of data protection and dealing with confidential information.
- Ability to use initiative.

- Prioritisation and forward planning skills: Ability to cope with a varied and time critical workload.
- Ability to work as part of a small team.
- Ability to handle pressure and work to deadlines.
- Minute taking and action tracking experience
- Discretion and confidentiality

Education/training

Essential

- General education to GCSE standard or equivalent.

Personal attributes

Essential

- Positive and innovative approach to administration.
- Committed to continuous improvement.
- Ability to anticipate issues before they arise.
- Ability to remain calm under pressure
- Great attention to detail
- Open and participative style of working.
- Flexible and adaptable to work demands and changes.
- Commitment to Family Fund's values.
- Commitment to equity, diversity, inclusion and fairness for all.
- Commitment to safeguarding.