

Job vacancy

Executive Assistant/ Office Manager



Salary: £19,200 (£32,000 pro-rated to 3 days per week, 1-year contract)

Reporting to:

National FASD Chief Executive

Background:

National FASD is dedicated to supporting people affected by Fetal Alcohol Spectrum Disorder (FASD), their families and communities. It promotes education for professionals and public awareness about the risks of alcohol consumption during pregnancy. National FASD is a source for information on FASD to the general public, press and to medical, social care and educational professionals.

Role purpose:

The organisation is going through a period of growth and needs a proactive, experienced executive assistant/office manager to help us ensure our administration runs smoothly and efficiently. This person will work closely with our Chief Executive.

Key responsibilities include but are not limited to:

- Help schedule and manage the itinerary of the Chief Executive
- General accounting, budgeting, financial reporting and spreadsheet maintenance
- Liaising with bookkeeper/accountants
- Ensuring organisational reporting deadlines with HMRC, Charity Commission, etc
- Liaising with vendors
- Helping to ensure helpline and materials requests are responded to in a timely manner and ensure publication stock is maintained
- Helping monitor and prepare funding reports and proposals
- Administering and advertising the online e-learning course and other training as needed
- Overseeing merch sales

- Overseeing logistics and registration for events such as Brain Bases, roundtables and other events
- Helping to identify ways to improve our organisational efficiency and efficacy
- Participating in planning and evaluation of programmes and projects

Location:

We are willing to consider flexible arrangements, for example a split between working in the office and at home – with regular meet ups scheduled. We place a priority on engaging people with lived experience with FASD and are open to creative suggestions to make that possible to the extent we can. Due to COVID we have recently relocated the office to Ware, Hertfordshire, with on-site parking and within a short walking distance of the train station.

Note:

We hope this position might be extended at the end of the one-year contract, if funding is available.

Person specification

The ideal candidate will be dynamic and creative, energised by the idea of contributing to a charity with an important mission. Candidates should be at ease with computers and budgeting, and be ready to work with a team of consultants, colleagues and like-minded organisations to ensure National FASD is implementing best practices administratively with sensitivity for our key stakeholders and under the guidance of our trustees.

Qualifications:

- Preferably at least 3 years' experience working in a related field, either in paid work or through volunteering
- DBS check

Knowledge:

- Experience with FASD (or another neurodevelopmental condition) either through professional experience or lived experience is preferred
- Familiarity with the charitable/third sector

Skills, abilities, competencies:

- Ability to work independently and juggle several projects
- Must have experience using a range of computer programmes such as Quickbooks, Microsoft Word, Excel, PowerPoint, SurveyMonkey, Zoom and/or an ability to easily learn new computer software

Experience:

- Experience tracking budgets and accounts
- Experience with administrative responsibilities
- Experience with how a small charity runs
- Experience with vendor and stakeholder relations

Personal attributes:

- Creative and dynamic approach to solving challenges and planning
- Willingness to work in an informal, relaxed atmosphere
- Attention to detail and deadlines
- Willingness to take professional development courses
- Absolute commitment to a no-shame/no blame ethos when discussing issues related to alcohol in pregnancy

To Apply:

Please email a cover letter explaining why you want to work for National FASD, your c.v. and an example of related experience that you think shows what skills and energy you can bring to National FASD.

Email: admin@nationalfasd.org.uk

Please familiarise yourself with our three websites before applying to see the kind of work we do:

- www.nationalfasd.org.uk
- www.PreventFASD.info
- www.FASD.me

Deadline for applications:

28 April 2021; interviews for those short-listed - week of 3 May.

Start date:

We hope the person can be in post by 17 May.