

JOB DESCRIPTION

JOB DETAILS

Job Title	Executive and Governance Assistant
Grade	3
Reports to	Business Operations Manager

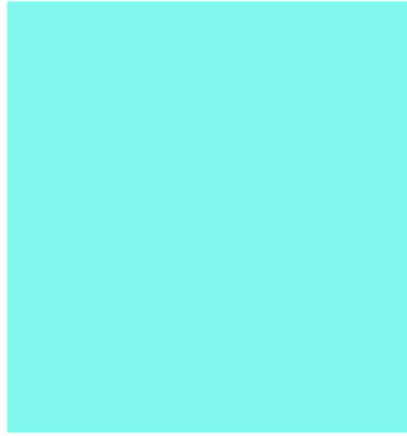
IN A NUTSHELL

The purpose of this role is to ensure the effective administration of the RSA's Governance processes including the smooth and efficient administration of the organisation's main Trustee Board, its sub-Committees, the Trading Board and other key governance meetings and processes. The postholder will support compliance with regulatory, legislative and risk management requirements, ensuring Board and Committee actions are logged, tracked and actioned and compliance timelines are adhered to. This involves working closely with the Director of Finance, and our Chief Operating Officer (COO).

Additionally, the postholder is responsible for the day-to-day diary management and some basic administrative support for the COO and Chief of Staff, taking initiative and exercising judgement in juggling their demanding schedules.

CONTEXT

- The role is the primary point of support for the COO and Chief of Staff, and it is a fast paced and demanding role with the opportunity to work in a creative multi-faceted environment with a commitment to social change.
- The role reports to our Business Operations Manager ensuring effective delivery of the RSA's governance practices.
- This role works as part of a wider team of staff supporting the effective running of the CEO's office and the organisation's governance and key outsourced contract.



SCOPE

- Financial: Supporting with all COO and Chief of Staff invoices, credit card statements and expenses
- Staff: No direct reports
- Key internal contacts: Business Operations Manager, Chief Operating Officer, Chief of Staff, Private Secretary to the CEO, Executive Team, Trustees, Committee Members, outsourced catering contract providers.
- Key external contacts: Fellows and other partners and contacts

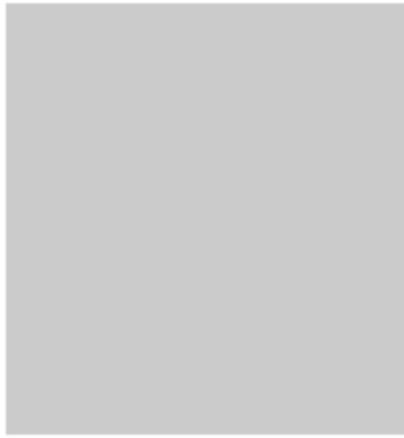
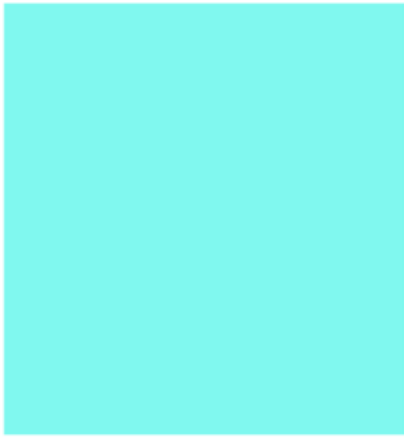
MAIN RESPONSIBILITIES

GOVERNANCE

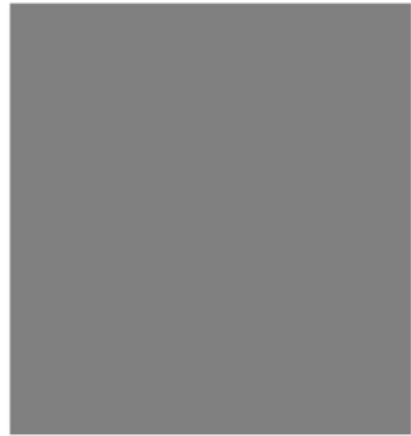
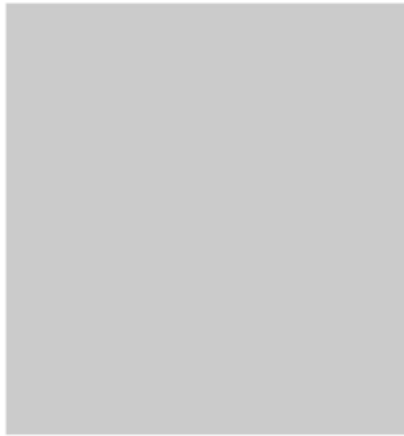
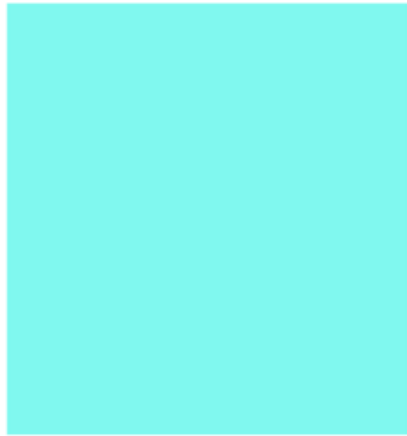
1. Organise, in conjunction with the Business Operations Manager, the annual programme of meetings of the main Board and its Committees and other RSA Boards to facilitate efficient conduct of business and decision making.
2. Organise, in conjunction with the Business Operations Manager, the annual programme of outsourced catering contract meetings and additional and ad hoc meetings relating to this contract as required.
3. Organise and administer other internal governance meetings as required.
4. Attend all Board and Committee meetings, acting as minute taker to the Trustee Board and its Committees, other Boards and a range of other governance meetings including the outsourced catering contract monthly and quarterly meetings, Health and Safety Committee meetings and safeguarding governance
5. Responsible for timely formation, collation and distribution of Board and Committee packs using the board management portal, Convene.
6. Support with the collation of the statutory annual returns and the annual impact report.

EXECUTIVE SUPPORT

1. Work with the Business Operations Manager to organise and coordinate key internal meetings, taking responsibility for minute taking, helping to develop agendas, ensuring the circulation of papers and support following up on key actions.
2. Ensure the diaries of the COO and Chief of Staff are effectively managed, including arranging meetings and managing enquiries.
3. Process key financial administration relating to invoices, expenses and credit card statements.



4. Support with key internal events and projects as required including, the Trustee Board and staff away days, the annual AGM.
5. Work collaboratively as part of the team to facilitate the effective operation of the CEO's office and the internal operations of the overall organisation. This involves providing cover for others in the team as required.



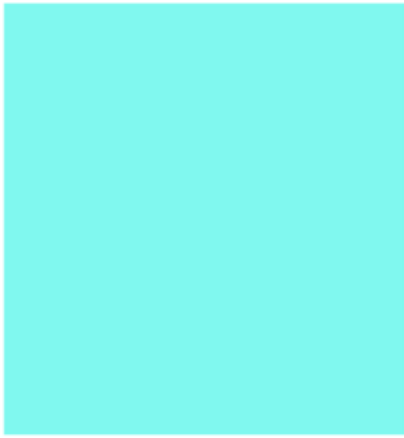
COMPETENCIES

RSA CORE COMPETENCIES	LEVEL
Equitable and Inclusive Practice	Core
Our Organisational & Programmatic Context	Core
Commercial & Business Skills	Core
Critical Thinking & Problem-Solving	Expert
Planning & Prioritisation	Expert
Communication & Engagement	Expert
Relationship building	Senior
Data & information systems	Senior
Leadership	Core
Project and Programmatic working	Core
JOB FAMILY: PROJECT MANAGEMENT AND COORDINATION	LEVEL
Project management to the wider RSA	Core
Corporate expertise and programme knowledge	Core
Information provision; metrics, outcomes and impact	Senior
Programme and internal communications	Core
Social change global context	Core
RSA and programme business needs	Core
Meeting management and corporate and programme planning	Expert
Pioneering programme and corporate governance	Senior
Diary co-ordination and management	Expert

Core - Role requires the basics in place to ensure the person can effectively deliver the work - understanding of the competency area and some experience actively delivering at a junior level

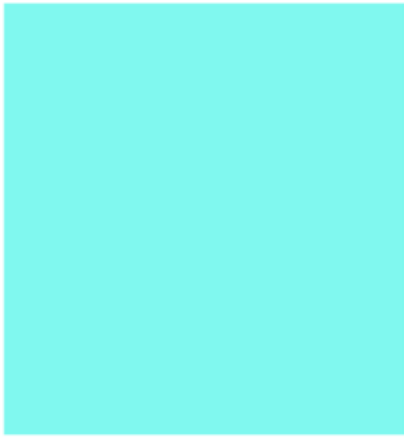
Senior Practitioner - Role will likely be 'mid-level' in terms of experience, skill and knowledge - seen as highly capable in this competency with a track record of direct delivery at an advanced level in a number of roles/projects

Expert - Expert recognised by the organisation as a SME in this competency and both delivers this element to the highest levels and also supports others to do the same - helping shape the RSA's requirements and approach in this area.



PERSON SPECIFICATION

Essential qualifications	<ul style="list-style-type: none">• Educated to A level or recognised administrative qualification/equivalent experience.
Essential knowledge	<ul style="list-style-type: none">• Extensive knowledge of diary management and meeting organisation (hybrid)• Proficient knowledge of Microsoft Office including outlook, PowerPoint and Excel• Proficient knowledge of Microsoft teams and Zoom
Essential experience	<ul style="list-style-type: none">• Proven administrative management skills with previous experience at assisting individuals at C-Suite level or transferrable skills in a similar context.• Proven experience of board or committee administration, including taking concise and accurate minutes of fast moving, often complex, formal meetings.• Proven proofing experience, able to review others work and papers and ensure meets house grammar and prose style.• Proven experience of board or committee administration, including taking concise and accurate minutes of fast moving, often complex, formal meetings.
Essential skills and abilities	<ul style="list-style-type: none">• RSA Core and Family Competencies.• Excellent diary management skills (including wider organisational schedules)• Proactive approach and working style• Ability to work in a fast-moving environment.• High levels of resilience in pressurized situations.• Ability to work autonomously as well as part of a team• Good written and verbal communication skills• High level of attention to detail



Essential behaviours or qualities	<ul style="list-style-type: none">• Aligned with the RSA's core values and RSA core behaviours• Good interpersonal skills• Discreet, able to handle confidential information• Good listening and observation skills• Managing conflicting priorities• Relationship management• Calm under pressure
Desirable	
Additional requirements	

This job description is intended to be forward thinking and indicative rather than final and exhaustive. The listed responsibilities and key duties and tasks may develop and evolve over time. The RSA endeavours to keep substantial changes to a minimum and to promptly update this job description to take account of such developments.