

Candidate Information

Position:	Personal Assistant to the Assistant Director (Philanthropy)
School/Department:	Alumni Engagement and Philanthropy
Reference:	24/111610
Closing Date:	Monday 9 September 2024
Salary:	£28,456 - £30,948 per annum
Anticipated Interview Date:	Friday 20 September 2024

JOB PURPOSE:

To provide professional and confidential Executive Assistance to the Assistant Director Philanthropy (ADP) across a range of activities with a wide variety of stakeholders. The post holder will provide high-level support for the ADP which will include acting as the first and consistent point of contact with senior internal and external individuals, including University leadership, board members and principal and major donors nationally and internationally. The individual will be expected to take a proactive approach to diary management, scheduling, administration, and planning with the ability to anticipate the requirements of the ADP and provide timely and effective high-level support.

MAJOR DUTIES:

1. Act as a key point of contact for the ADP, using initiative and judgement to prioritise correspondence and all forms of enquiries; responding efficiently and professionally to internal and external queries and requests, often of a confidential nature, with tact and discretion, referring to the ADP or other senior colleagues for guidance when required.
2. Take a proactive and comprehensive approach to the management of a complex diary for the ADP to include arranging meetings, scheduling/rescheduling activity through effective prioritisation, building in time for planning and the delivery of work and ensuring that all papers/documents/information are available for the ADP's business and that the ADP is briefed/updated on relevant developments.
3. Provide secretarial and administrative support for meetings, taking responsibility for the scheduling, coordination, and effective running of online, in-person and hybrid internal and external stakeholder meetings. This includes monthly philanthropy team meetings, project steering group and working group meetings, taking responsibility for the preparation and circulation of agendas, reports and other papers, taking minutes and actions – monitoring and ensuring actions are carried out.
4. Provide a comprehensive administrative support for the ADP to include processing expenses and mileage claims, monthly donation transfers, printing, collation of documents. Devising, managing and monitoring online and hardcopy filing systems for the ADP including keeping the NXT database updated with activity and donor correspondence and identifying and escalating any issues or actions which need to be addressed.
5. Work with relevant colleagues in the Philanthropy Team to organise and plan campus visits, prepare donor reports and other donor cultivation and solicitation activity to support the Assistant Director's (Philanthropy) work.
6. Work with colleagues in Operations and Planning to maintain accurate financial and non-financial data on departmental database and systems relating to fundraising. Generate management reports as required, e.g. monthly philanthropy management reports, budget reports. Contribute to overall Directorate filing system strategy and management. Reviewing and making recommendations to improve systems as required.
7. Support the Assistant Director to undertake international and national travel (end to end) through correspondence with internal and external stakeholders, the creation of comprehensive itineraries and support to organise any related logistics e.g. circulating presentations, posting items, purchasing donor gifts.
8. Support the ADP in related devolved HR responsibilities including recruitment, induction, training, performance review and sickness absence. Take a lead on the creation of the induction programmes and schedule for all new members to the Philanthropy Team, working closely with the Line Manager to devise a clear schedule that is appropriate for the role.

9. Support the development and coordination of philanthropy related events and initiatives to include liaising with internal and external stakeholders, creating and collating materials, managing invitations and RSVP lists, putting together presentations, drafting briefing notes and attending and supporting the delivery of activity.
10. Carry out any other duties which are appropriate to the post as may be reasonably required by the Assistant Director.

ESSENTIAL CRITERIA:

1. A minimum of five GCSEs at Grade C or above (or equivalent) to include English Language and Mathematics or NVQ Level 2 Administration or equivalent.
2. A minimum of three years' (demonstrable) recent relevant work experience to include experience of:
 - Direct support to senior management level on a range of complex and confidential matters
 - Servicing committees/working groups, including taking minutes, drafting agendas, collating and preparing reports and ensuring actions are implemented.
 - Management of a complex diary for a senior leader(s).
 - Support for budget management
 - Working directly and effectively with high level stakeholders, both internal and external.
3. Competent in the use of Microsoft Office and windows applications, using databases/spreadsheets to analyse data and to present results accurately.
4. Database experience.
5. Knowledge of data protection principles, data management and data confidentiality.
6. Excellent attention to detail.
7. Excellent organisational, planning and time management skills, and ability to plan and organise activities and events, ensuring work is completed to required timescales and standards.
8. Ability to provide budget management support.
9. Ability to prioritise and use initiative and judgement to make decisions and resolve issues independently or seek senior support when appropriate.
10. Excellent communication skills (both verbal and written).
11. Ability to work effectively as part of a team and independently.
12. Confident self-starter who can take direction and applies any learning to future tasks.
13. Confident in dealing with sensitive and confidential matters and working with senior internal and external stakeholders.
14. Honest and respectful of others.
15. Comfortable working under pressure to meet challenging deadlines.
16. Flexible, willing to adapt to new tasks and duties.

DESIRABLE CRITERIA:

1. RSA/OCR Stage 3 Typewriting/Word Processing/Text Processing or equivalent.
2. Experience of working in a Higher Education Institute.
3. Experience of using Raisers Edge/NXT.
4. Experience of working in a fundraising environment.

ADDITIONAL INFORMATION:

Informal Enquiries to Morgan Mattingly - morgan.mattingly@qub.ac.uk