

Role Title: Executive Assistant
Salary: £33,366 to £37,938 (SO1 to SO2)
Location: Bradford
Report to: Executive Business Support Manager

About Us

Bradford has created a new Children and Families Trust, which has been commissioned by Bradford Council to deliver a wide range of services for children, families and young people on their behalf. The Trust is accountable for determining how outcomes of these services are achieved and for the day-to-day running of commissioned children's services.

This is an important opportunity to renew our approach to delivering the support that Bradford's children, young people and families in need, by renewing services and creating a new organisation. We are bringing the mindset, dynamism and energy of a start-up together with the national expertise and determination of the Trust's Board, senior leadership and our colleagues' practical experiences of providing children's services in Bradford.

As a new organisation, Bradford Children and Families Trust has established our own purpose, vision, and outcomes for what we aim to achieve.

Our vision: For all children and young people in Bradford to be safe and able to realise their full potential.

Our purpose: To provide high-quality services with partners that help safeguard, support and promote the welfare of children, young people and families across the Bradford District.

We will achieve this through continuous improvements in our services and positive collaboration with our staff, our partner organisations.

Job Overview

As Executive Assistant you will coordinate and provide high level administrative and secretarial support to a member of our Executive Leadership team. This role offers the opportunity to work in partnership with colleagues from across the various services within the appropriate director's areas of responsibility.



Main Duties and Responsibilities

1. To ensure the provision of a confidential Executive Assistant and secretarial service to one BCFT's Directors.
2. As a primary point of contact for the appropriate Director and their services, you will prioritise correspondence, e-mails and telephone enquiries to relevant areas within the function or other Trust Departments.
3. To prepare and type confidential correspondence, documents, reports, letters, minutes of meetings etc, draft and initiate correspondence as required.
4. To organise appointments in the Director's diary, arranging and administering meetings, minute taking and supporting various activities eg interviews.
5. To design and maintain the Director's confidential and personal filing system and office systems.
6. Make any necessary travel and booking arrangements, including organising hotel accommodation, rail tickets, lunches etc.
7. Working within the team you will cover colleagues as and when required ensuring a comprehensive service is provided to meet the needs of the Executive Leadership Team.
8. Ensure the Director has relevant papers for Committee and all other meetings.
9. Undertaking projects which support the delivery of the Directors wide reaching remit as when required.
10. To keep under review office systems, information and communication systems and make developments/recommendations as necessary.
11. To make wide ranging contacts on behalf of the Director, both internal and external to the Trust.
12. To carry out any other duties as required, which are reasonable in terms of the nature and level of the post.



About You

We are looking for applicants who can demonstrate that they meet the following requirements:

- Previous experience in a similar role, preferably in a similar organisation or Trust working with Exec / Non-Exec Directors.
- Strong organisational, communication, and interpersonal abilities.
- Proficiency in MS Office suite.
- Attention to detail and ability to work independently.
- Experience of appropriately handling confidential information.
- Holds values aligned to the those of the Trust.
- Evidence of proactivity and tenacity, providing appropriate support and challenge.
- Proven track record of problem solving through creative thinking.
- Ability to multi task and prioritise appropriately.



Safeguarding Responsibilities

Bradford Children and Families Trust is committed to safeguarding and promoting the welfare of all children who use our services and as such expects all staff to share this commitment.

Successful applicants will be required to complete the relevant safeguarding checks. An DBS check might be requested.

We are an equal opportunities employer.

