

**We need
people
who are
great with
people.**



Applicant Information Pack

Office Manager & Executive Assistant



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Hello, it's you we're looking for.

We're Cheshire Scouts and everyone's welcome here - all genders, races and backgrounds. We give over 10,000 4–25-year-olds the skills they need for school, college, university, the job interview: the skills they need for life.

Right across Cheshire, we're helping young people gain skills for life and find their place in the world. We help them speak up, play their part and shine bright. Scouts is the place to be yourself and find yourself.

These are young people who are not afraid to stand up for what they believe in, to do the right thing and think of others before themselves.

At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society. All this is made possible by the generosity of our adult volunteers.

Now's a challenging time for us all, but Scouts has never been more important - giving young people purpose, hope, and a place to belong. With the launch of Squirrels for 4–6-year-olds, and opening more units in even more areas of deprivation, we're making more of a difference than ever.

Visit Cheshire Scouts online [here](#) for more on our values and [#SkillsforLife](#) strategy.



Dave Hopley, Cheshire Scout's Lead Volunteer

'At a time when communities sometimes feel divided, Scouts brings people together. We're building stronger communities and contributing to a stronger society.'

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You'll be helping change young people's lives. But what else is there for you?

- 20 days holiday a year, plus bank holidays (and we don't insist you go camping)
- As a flexible employer, Cheshire Scouts operate a TOIL system, and would consider this role as either all year round, or term-time 41 weeks
- You'll be automatically enrolled into Cheshire Scouts Personal Pension Plan, contributing 4% of your qualifying earnings. Cheshire Scouts will also contribute 3% of your qualifying earnings on auto enrolment
- When you're at our sites, you'll be surrounded by acres of beautiful woodland, and car parking is free
- Be part of a team that believes having fun's important too.

About the role

Responsible to:	County Lead Volunteer
Base Location:	Home Based (must live and be able to travel around the Cheshire area)
Term:	Permanent
Salary:	£25,000 - £28,000 per annum, pro rata
Hours:	35 hours per week (including some evening and weekends). All year round, or term-time 41 weeks
Line Management Responsibility:	1x Administrator
Internal Relationships:	Volunteers across the organisation specifically but not limited to: SLT, Trustees, members of the County Leadership Team, County/District volunteers
External Relationships:	External providers of services; SLT's external contacts
DBS:	Basic

Core purpose

To provide professional, confidential and comprehensive secretarial and administrative support to the County Lead Volunteer and the Board of Trustees, alongside ensuring efficient day-to-day operation of the County Office. To manage and motivate a small team delivering a high-quality support service.

Key accountabilities

- To ensure that the County Lead Volunteer and the Board of Trustees receive high quality and timely secretarial services and administrative support
- To oversee delivery of the service through line management of Administrator(s)
- Respond to enquiries received from member of the public in connection with Cheshire Scouts and Cheshire Scout's Activity Centres
- Use Microsoft Office 365 applications to prepare, write and send correspondence
- To take high quality and accurate actions and minutes of meetings as requested by the County Lead Volunteer/Chair of the Trustee Board
- Typing, printing and collating papers and documents for meetings

- Creating systems where needed and maintain databases and spreadsheets as required, including mailing lists
- To administer processing of invoices, expenses claims and other payments
- Administer processes for certain County events and occasions
- To assist in the administrative aspects of a wide range of special projects and initiatives
- General administrative tasks including photocopying, collection of inward mail, arranging despatch of signed mail, maintaining correspondence and filing
- Ensuring the safety and security of records maintained by Cheshire Scouts, complying with appropriate legal requirements e.g. ownership of property and equipment, insurance and financial information
- To provide personal assistance to the County Lead Volunteer, managing diaries, ensuring all regular planned meetings are accurately scheduled and other events and meetings are efficiently organised
- To review the email inbox of the County Lead Volunteer as required, handling and responding to those that do not require their attention and categorising others by level of urgency to assist them to plan workloads
- To proactively look ahead and anticipate the work of the County Lead Volunteer and the Board of Trustees and assist them in meeting deadlines
- To carry out research and the collection of data and information to support the work of the Board of Trustees
- Any other accountabilities commensurate with the general level of responsibility of the job.

About you

Experience

- Experience of working in a secretarial or EA role
- Experience of diary management
- Strong attention to detail and ability to quality check work
- Experience of using Microsoft Office to an advanced level
- Experience of minute taking.

Skills, Abilities and Knowledge

- High level planning and organisation skills
- Excellent oral and written communication skills
- Ability to multi-task and manage competing priorities
- Ability to draft minutes of meetings and to draft letters and reports
- Ability to motivate and manage a small team
- Ability to manage and coordinate electronic records systems and report from them as required
- Ability to represent the Scouts interally and externally to a high standard
- Understanding of and ability to maintain confidentiality.

Values and Personal Qualities

- Commitment to the values of the Scouts
- Ability to work effectively and co-operatively with others, especially volunteers

- Flexible and adaptable
- Self motivated and able to use own initiative
- Composure under pressure
- Excellent personal judgement.

Education and Qualifications

- Education sufficient to carry out the role successfully.

How to apply

Please submit an application via the link on [our jobs page](#) by 11:59pm on Monday 18 December 2023.

To help us monitor the application of our [Equality, Diversity & Inclusion Policy](#), we'd be grateful if you'd also complete the Recruitment Monitoring questions on the Application Form.

Interviews will be held on Thursday 28 December 2023.

If you'd like to find out more to see if this role suits you, we'd be very happy to have an informal chat; please contact dave.hopley@cheshirescouts.org.uk to set up a call or virtual meeting.