



Candidate Information

Executive Assistant – EA-10-21

June 2021



Background Information

LCNI is a regional not-for-profit that works for social justice in NI. LCNI is a finalist in the [2021 Legal Aid Lawyer of the Year Awards](#) in the Legal Aid Firm/Not-for-Profit Category. Established in 1977 as a community law centre for the Belfast area, in the 1990s, LCNI expanded its services to cover the whole region.

As a regional second-tier referral agency for the advice sector, we support the sector through advice, training and webinars, Adviser Network Meetings, Annual Conference and Social Justice Lecture and legal information resources. We also provide assistance to the public in areas of social welfare law. We seek to influence policy makers in NI with evidence drawn from our clients' experience of the law. We work in partnership across the voluntary sector in NI to advocate for progressive social change.

LCNI is Lexcel-accredited. LCNI is registered with the Charity Commission NI and is governed by a Board/Management Committee, all of whom give their time and expertise freely in support of LCNI's mission.

You can read about our vision, mission and values in our current Strategic Plan 2019 – 2021 here <https://www.lawcentreni.org/news/law-centre-ni-strategic-plan>

Candidate Information

We're looking for a committed, enthusiastic and skilled administration professional to join us. You will provide confidential and high quality administrative support to the Executive Team to support the organisation to deliver its mission.

Thank you for your interest in this post and our work. For more information and to download the application and monitoring form, please visit <https://www.lawcentreni.org/careers>

- **Closing date for receipt of applications: 12.00 noon on Friday 16 July 2021**
- **Anticipated interview dates: w/c 2 August 2021**

General Candidate Information

This is a permanent post at LCNI, subject to ongoing funding. The post may be filled by secondment of the successful candidate from their current post for a duration to be agreed by all parties and on LCNI terms. LCNI will also consider requests for flexible working arrangements.

A reserve list may be drawn up from this competition for a period of up to one year.

Holiday entitlement is 24 days annually, building to a maximum of 30 days. This is in addition to 14 statutory and other days. The leave year runs from April – March. The successful candidate will be subject to a probationary period of 6 months which may be extended in accordance with LCNI policy.

If you would like to find out more about LCNI or this post, please contact julie.wilkinson@lawcentreni.org.

For other information, please contact our recruitment partners, Heads Together at recruit@headstogether.com

Application Process

Please note the following important information about the application process:

- Please complete the application form fully. CVs are not accepted;
- Please ensure that you give examples that demonstrate how you satisfy the relevant criteria, including relevant dates;
- Please ensure that you remain within the word limit specified. Any excess will be disregarded by the panel;
- Please return your application form as a Word Document by email to the email address specified in the application form;
- Applications received after the closing date will not be considered.

ROLE DESCRIPTION

JOB TITLE:	Executive Assistant
GRADE:	SPC 26 – 27 £23,866 - £25,463
RESPONSIBLE TO:	Financial Controller (under review)
PURPOSE:	<p>To assist LCNI to achieve its vision and deliver its strategic objectives through:-</p> <ul style="list-style-type: none">(i) Provision of a professional administrative support function to the Executive Team and LCNI's Board.(ii) Provision of a professional service in relation to ICT, accommodation, facilities, human and other resources.

DUTIES:

1.0 ADMINISTRATIVE/SECRETARIAT SUPPORT TO THE EXECUTIVE TEAM AND BOARD

- 1.1 To provide high quality administrative and secretariat support to the Executive Team, including diary and meeting management and other administrative tasks as required and acting as the point of contact for the Director and other members of the Executive Team;
- 1.2 To facilitate internal communication (e.g. distribute information, schedule team meetings etc);
- 1.3 To support the work of the Executive Team by preparing regular reports as required;
- 1.4 To arrange Board and Committee meetings and ensure timely distribution of agenda and Board / Committee papers;
- 1.5 To provide high quality administrative and secretariat support to the Board and Committees, including taking minutes as required and being the point of contact for queries and information requests.

2.0 ADMINISTRATION SERVICES

- 2.1 To develop and maintain administrative processes and systems to ensure the organisation functions effectively and efficiently, and in line with agreed quality standards, including data protection;
- 2.2 To be responsible for human resources administration and to oversee the on-boarding of new staff;
- 2.3 To be responsible for developing policies and ensuring that policies are regularly updated;
- 2.4 Work with the Executive Team in producing reports as required;
- 2.5 Ensure agreed processes around finance are followed;

- 2.6 Provide occasional backup to front of house services.

3.0 MANAGEMENT OF FACILITIES & ICT SUPPORT SERVICES

- 3.1 Working with the Financial Controller in securing adequate accommodation to meet the requirements of staff and service users;
- 3.2 Working with the Financial Controller in ensuring adequate insurance cover is provided for all employees/service users/visitors/contents and property;
- 3.3 Working with the Financial Controller in ensuring premises are well maintained and in good decorative order, in accordance with Lease;
- 3.4 To support the Financial Controller in accurately identifying ICT/equipment needs of organisation and ensure these are appropriately procured;
- 3.5 To identify areas for improving facilities/ICT support services and bring any relevant issues to the attention of the Financial Controller.

4.0 DEVELOPING EFFECTIVE WORKING RELATIONSHIPS

- 4.1 To create, develop and maintain effective internal working relationships;
- 4.2 To create, develop and maintain effective working relationships with service users/external agencies and relevant stakeholders;
- 4.3 To lead, facilitate and contribute to meetings/group discussions.

5.0 PROFESSIONAL DEVELOPMENT

- 5.1 To plan, allocate and organise own workload;
- 5.2 To monitor and evaluate own work;
- 5.3 To develop self to enhance performance;
- 5.4 To contribute to learning and development activities within administrative team.

6.0 OTHER

- 6.1 To act in accordance with the agreed values of the organisation;
- 6.2 To ensure the policies and procedures of the organisation are observed;
- 6.3 To undertake any other duties, consistent with the post which may from time to time be required by the Executive Team.

*NOTE: the duties of the post will be subject to review in accordance with the needs of the organisation.

PERSON SPECIFICATION

JOB TITLE: Executive Assistant

GRADE: SPC 26 - 27: £23,866 - £25,463

RESPONSIBLE TO: Financial Controller (under review)

	Essential	Desirable
Education/ Training	<p>E1 * At least 5 GCSE's (A*-C) including English and Maths or equivalent</p> <p>E2 Competent in Microsoft packages (Word, Excel, PowerPoint)</p>	<p>D1 *Third level qualification in business administration or equivalent</p>
Relevant experience/ training	<p>E3 * Minimum of three years' experience in an administrative role providing a range of administration and support services across multiple teams</p> <p>E4 * Experience of developing and improving administrative systems and processes</p> <p>E5 * Experience of working with a senior management team, including diary management</p> <p>E6 *Experience of providing administrative support to a Board/Management Committee and producing high quality minutes</p> <p>E7 *Experience of developing good working relationships with stakeholders</p> <p>E8 *Experience of delivering human resources administrative support within an organisation</p>	<p>D2 *Experience of working in a legal and/or not-for-profit organisation</p>
Skills/ Attributes	<p>E9 Effective team working skills</p> <p>E10 Excellent communication and influencing skills</p>	

E11 Ability to organise, prioritise and meet challenging deadlines

E12 Problem-solving skills

E13 Good attention to detail

E14 Creativity including the ability to develop new administrative systems and processes

E15 * Ability to work flexibly, including to attend Board meetings/events as required to meet the requirements of the post

*will be assessed at sifting stage