

Trust Executive Assistant

Responsible to:	Trust Executive Officer
Responsible for:	No direct reports
Salary grade:	Band C
Hours/Weeks:	37 hours per week / Term time only, plus 2 weeks
Job family:	Business Services

Purpose and Vision

This role will be responsible for providing comprehensive administrative support to the Trust Executive Officer, with a focus on managing various marketing, enrichment programme, website, events, and general administrative tasks related to partnership and outreach work.

Key responsibilities

Marketing & Social Media Administration:

- Assist in the development and implementation of marketing strategies and campaigns.
- Maintain marketing materials, including brochures, presentations, and promotional items.
- Coordinate the distribution of marketing materials to partners and stakeholders.
- Create engaging content for social media posts, including graphics, videos, and written content.
- Schedule and publish social media posts according to the content calendar.
- Monitor social media channels for engagement, comments, and messages, and respond promptly as needed.

Website Administration:

- Maintain and update the organisation's website content, ensuring accuracy and relevance.
- Collaborate with the marketing team to optimise website performance and user experience.
- Monitor website analytics and generate reports on website traffic and engagement.

Enrichment Programme Administration:

- Act as the primary point of contact for Enrichment Programme-related queries and communications.
- Assist in organising Enrichment Programme events and activities.

Events Administration:

- Provide logistical support for partnership events, workshops, and conferences.
- Coordinate event logistics, including venue booking, catering, and equipment setup.
- Assist in creating event promotional materials and managing RSVPs.

General Administrative Support:

- Manage correspondence, emails, and phone calls on behalf of the Partnership & Outreach Manager.
- Maintain organised filing systems and databases for partnership and development work.
- Prepare and distribute meeting agendas, minutes, and other documentation as required.
- Assist in scheduling meetings, appointments, and travel arrangements.
- Manage the process of collating, creating and distributing of Trust newsletters or similar.

Organisational Citizenship

- To proactively participate in the whole staff performance management process.
- Display civic virtue and act as a role model for all stakeholders.
- To maintain an awareness of how your own role contributes to the organisational objectives and vision
- To always adhere to professional and staff codes of conduct.
- As an employee to comply with the duty, under the Health & Safety at Work Act of 1974 and other relevant legislation, to take reasonable care when carrying out work duties and other activities, to avoid injury to oneself or to others, and to co-operate with the employer and others in meeting statutory requirements.
- All staff are responsible for safeguarding the protection of students within their individual role. UKAT employees will therefore ensure complete commitment and compliance with safeguarding policies, procedures and training, and will promote the welfare of children and young people.

Skills & Attributes

At UKAT the job skills and attributes listed for each job role serve a dual purpose. They may be used for shortlisting and/or selection activities for candidates but may also be used by existing employees to target their development needs if aspiring to a new role.

Existing employees may access additional information via UKAT Unique People.

Attribute	Critical	Desirable
Education	<p>Level 3 qualification such as, but not restricted to</p> <ul style="list-style-type: none"> • A levels • International Baccalaureate • T Levels • BTEC Diploma or Certificate • Advance Apprenticeships • NVQ 3 <p><i>Whilst this is critical requirement, candidates without formal qualifications, but with sufficient experience may be considered</i></p>	<p>Level 4 – 6 qualification such as, but not restricted to</p> <ul style="list-style-type: none"> • Higher National Certificate • Higher or Degree apprenticeship • NVQ 4 / 5 / 6 • Foundation degree • Bachelor's degree
Experience	<ul style="list-style-type: none"> • Proven experience in an admin support role 	<ul style="list-style-type: none"> • Experience of working in a school • Experience of working in marketing • Familiarity with managing admin tasks related to programs such as Duke of Edinburgh award • Prior involvement in event coordination
Technical skills	<ul style="list-style-type: none"> • Proficient user of Microsoft Office suite • Basic skills in graphic design software (e.g Adobe photoshop or Canva) • Understanding of web analytics tools (eg Google Analytics) and SEO optimising 	<ul style="list-style-type: none"> • Proficiency in using website content management systems (e.g. WordPress) • Social media management tools (e.g. Buffer and Hootsuite) • Event Management tools (eg Eventbrite or Cvent) • Email marketing platforms (eg Mailchimp or Constant Contact)
Power skills	<ul style="list-style-type: none"> • Applies attention to detail in specific tasks, occasionally seeking guidance to ensure accuracy • Handles routine customer queries independently with minimal escalation, strives for customer satisfaction • Makes decisions within set parameters, relies on established guidelines, seeks input when necessary • Demonstrates flexibility in handling challenging situations, adjusts approach as needed • Manages own deadlines effectively, prioritises tasks based on urgency and importance • Utilises data to inform decisions, conducts basic data analysis • Plans own tasks effectively, prioritises tasks based on urgency and importance • Aware of organisational policies and procedures, follows them with minimal supervision • Drafts technical documentation with limited supervision • Demonstrates competency in technical tasks, can handle routine technical tasks independently 	