Senior Administrator to the CBA

Job Description

Rationale

The Circular Bioeconomy Alliance is growing, and we need an individual to facilitate our day-to-day operations and assist with the governance requirements of running a charity group.

We are searching for a dynamic and proactive Senior Administrator to the CBA to join our team of high-performing professionals and help ensure our organisation complies with day-to-day administrative requirements, assists with legal obligations and maintains a high standard of governance.

As a central position in an extremely dynamic charity, the individual fulfilling this role will also enable a flow of information between key stakeholders and will be expected to provide transversal support to the CBA Executive Leadership Team (ELT) and operations.

As the Senior Administrator to the CBA the role will interact with all aspects of the charity. The successful candidate will not only need exceptional administrative skills, but they will also require a strong and effective communication competence.

The Senior Administrator to the CBA will report directly to the Chief Financial and Operating Officer (CFOO).

Objectives & Responsibilities

The Senior Administrator to the CBA plays pivotal role in ensuring the smooth operation of the CBA mission by supporting the ELT to navigate a complex landscape of responsibilities and initiatives. They will represent the charity with many of our senior stakeholders, manage a busy workplace and deal with senior executives across our network.

This role will have a particular focus on supporting the Chief Executive Officer (CEO) and the CFOO whilst also supporting the CBA's ELT as required:

- Providing direct administrative and scheduling support to the CEO and CFOO.
- Pro-actively organising the ELT to ensure that they are making the best use of their time.
- Taking the lead in organising travel arrangements, meeting rooms and associated logistics for the ELT but specifically for the CEO as required by negotiating best rates.

- Collating and filing the CEO expenses, using the online finance system.
- Supporting the due diligence process (donors, affiliates, delivery partners etc.) of the charity.
- Handling correspondence, collating information, writing reports, and communicating decisions to relevant stakeholders.
- Taking the lead on the administration of key meetings (Board / Management Groups including but not limited to, Trustee Meetings, Director Meetings, Annual General Meetings, Scientific Advisory Board and meeting of a similar nature), including scheduling meetings, supporting preparation – such as producing agendas, board packs, minute taking, and follow up.
- Taking responsibility for the administration of the charity/company, for example: maintaining statutory books, including registers of members, directors, and secretaries.
- Updating information on the CBA's website and LinkedIn and circulating information to our various members.
- Collaborating with teams within the organisation and across our networks to ensure projects and initiatives progress smoothly.
- Acting as a point of contact for enquiries from members and other stakeholders.
- Assisting with the administration of internal and external events, meetings and conferences.
- Carrying out other duties as required.

Required Profile

- Proven experience as an Executive Assistant, or a similar Senior Administrative support role.
- Excellent organisational and time-management skills.
- Strong written and verbal communication skills.
- Experience of minute taking.
- Strong attention to detail.
- Confident of working independently and managing a busy workload.
- Ability to manage a diverse range of tasks, demands and deadlines with the ability to work effectively within a dispersed team.
- Ability to take responsibility for own work and demonstrate initiative.
- Experience of supporting several staff members across a range of projects.
- Professional, discreet, and experienced in handling confidential information.
- IT proficient: confident using Office365 tools, spreadsheets and experience of using websites and social media in a work environment.
- A strong interest in and alignment with the CBA's mission and values.

Preferred skills and qualifications

- Experience in the not-for-profit sector.
- Familiarity with charity governance and trustee liaison.
- Experience supporting remote teams and coordinating both hybrid and in person events or meetings.
- Experience working with international stakeholders of varying backgrounds.