

## **Bedford & Milton Keynes Waterway Trust**

The B&MK Waterway Trust are seeking contracted administrative support for the Board and Trustees, who are currently all volunteers. We are a friendly organisation with the key aim of enabling the delivery of a waterway between Bedford and Milton Keynes. Further details, including the Job Description and person specification are set out below.

### **Job title : Senior Administrative Assistant**

#### **Job Summary**

The post-holder will provide support to the Chair and other Trustees as required to contribute to the efficient administration of the Trust.

They will be responsible for the following secretarial and administrative duties:

- Preparing agendas and reports for meetings of the Board of Trustees.
- Ensuring that papers for Board meetings are assembled, checked and distributed to Board members at least one week before meetings.
- Taking notes of the Board meetings and ensuring that these, once agreed by the Chair, are distributed to Board members within two weeks of Board meetings.
- Providing support for the Chair in terms of arranging meetings with stakeholders and attendance at other events.
- Providing support for Board Groups as required by the Chairs of the respective Groups.
- Ensuring that the database of stakeholders and contacts is maintained and that records are kept of meetings with key stakeholders.

#### **Key accountabilities for this role include:**

- Working closely with a range of partners including Trust members, local authority elected members and officers, key officers in other organisations, such as the Environment Agency and Water Resources East to ensure that the waterway project progresses towards delivery.
- Ensuring that the Trust maintains its records with Companies House and the Charity Commission.
- Offering support to Trustees to maintain an up to date database of all stakeholders.
- Assisting with the maintenance of the website.
- Assisting with communication via social media.
- Maintaining an up to date Risk Register in consultation with Trustees.
- Assisting with the production and dissemination of Press Releases..
- Attending all Board meetings in person and other relevant meetings (which may be virtual) as required.

The above is not an exhaustive list of duties and you may be expected to perform different tasks as needed to assist Trustees to deliver the key objectives of the Trust.

**Hours:** As and when required to carry out the role, estimated to be around 8 to 10 hours per week.

**Workplace:** Work from home. Attend quarterly Board meetings and other sub-group meetings as required. Board meetings are currently held in the early evening at Box End Park, Bedford, but meetings such as the AGM and Annual Partner Conference may be at other locations.

**Remuneration:** £23.00 to £25.00 per hour, depending on experience. Reasonable travel expenses, approved in advance, will be paid.

### Person Specification – Senior Administrative Assistant

Attributes	Essential	Desirable
<b>Education &amp; qualifications</b>	<ul style="list-style-type: none"> <li>• Good GCSEs or equivalent in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to Degree level or equivalent</li> <li>• IT qualifications</li> </ul>
<b>Experience &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Experience of working in a senior administrative role</li> <li>• Good project management skills.</li> <li>• Experience of developing effective relationships with a range of partners.</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills</li> <li>• Ability to communicate effectively with people at all levels.</li> <li>• Experience of working in a committee environment.</li> <li>• IT (competent in the use of Excel, Word, Teams and Social Media).</li> </ul>	<ul style="list-style-type: none"> <li>• Advanced IT (knowledge of Customer Relationship Management database software and Content Management Systems)</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Self-Motivating</li> <li>• Flexible and willing to help</li> <li>• Able to meet deadlines</li> <li>• Committed and Reliable</li> <li>• Good attention to detail</li> <li>• Proactive and creative approach to problem solving</li> </ul>	