

## **Executive Assistant to Director of People and Culture - Job Description and Person specification**

<b>Location:</b>	Touchbase Pears, Selly Oak
<b>Sense pay points:</b>	£40,949
<b>Responsible to:</b>	Director of People and Culture

### **About Sense**

For everyone living with complex disabilities. For everyone who is deafblind. Sense is here to help people communicate and experience the world. We believe that no one, no matter how complex their disabilities, should be isolated, left out, or unable to fulfil their potential. Our experts offer support that's tailored to the individual needs of each person, whether that's at our centres, through our holidays and short breaks, or in people's own homes. In addition to practical support, we also provide information to families, and campaign for the rights of people with complex disabilities to take part in life.

### **About the People and Culture Team**

The People and Culture Team at Sense exist to support all our employees and volunteers at every stage of their journey with us. We provide strategic lead on people management, learning and development, internal communications and engagement at Sense. We aim to enable the organisation to have the right culture, capacity and capability to achieve its purpose.



## About the role

### Objectives

The Executive Assistant is responsible for coordinating the activities of the People and Culture leadership team to enable the efficient and effective delivery of the People Plan. This will include providing a professional administrative service, document editing, key meeting co-ordination and working with project leads to ensure key activity is in line with plans.

### Key responsibilities

- To work alongside People and Culture project leads and to provide summary updates for Sense's Executive Team.
- Work with key stakeholders and coordinate the monitoring and progression of activities within the People Plan ensuring progress is tracked and reported on.
- Work with key stakeholders and maintain and report on the People Risk Register ensuring risks are appropriately assessed by risk owners, and categorised accordingly and mitigating actions taken.
- Coordinate the monthly budget monitoring and reporting process, and annual budget setting work.
- Recording and coordination of actions and decisions taken at meetings led by members of the People Leadership Team.
- Ensuring timely preparation and presentation, collation and submission of all Executive and Trustee board reports/papers in conjunction with other EA colleagues as necessary.
- Support the People and Culture Team with preparing reports for other meetings as necessary.
- Collation of information for external organisations.
- Management of travel/off site bookings and expenses reconciliation.



- Draft briefings and communications on behalf of the People and Culture Leadership Team as required.
- Organise wider team events and meetings when required.
- Preparation of PowerPoint presentations and other material for the People and Culture Leadership Team.
- Develop and administer core systems that support the Leadership Team e.g. shared drives, approvals processes, SharePoint and Teams site management.

### Knowledge, skills and experience

- Proven ability to build effective working relationships with senior leaders and key stakeholders.
- Demonstrable experience of supporting senior teams – not essential to be within the HR/People profession.
- Excellent communication – (verbal and written skills), advocacy and Interpersonal skills.
- Intermediate level use of Microsoft Office applications such as Teams, Word, Excel, PowerPoint, SharePoint & Skype.
- Excellent time management and organisation skills.
- Strong initiative and ability to work independently.

## Our values

Everything we do is underpinned by five core values. These values shape the way we work as we pursue our vision of a world where no one, no matter how complex their disabilities is isolated, left out, or unable to fulfil their potential.

- We include
- We collaborate
- We find a way
- We challenge



- We celebrate

## Other information

- This job description does not form part of the employment contract.
- This post is not exempt from the Rehabilitation of Offenders Act.

May 2025