



THE LINK CIC JOB DESCRIPTION

Title:	Executive Administrative Assistant
Location:	Middlesbrough
Employment Terms:	Full Time, Fixed Term (approx 12 months, continuation funding dependant)
Service Area:	Children, Young People and Families
Reporting to:	CEO
Accountable to:	CEO
Banding:	Agenda for Change (AfC) Band 4 (£26,282 per annum)

The Link is a Middlesbrough based professional mental health and emotional wellbeing provider. We provide therapeutic services to children, young people and families across the North East including Redcar & Cleveland, Middlesbrough, Hartlepool, Stockton on Tees and Darlington. Our services include a wide range of workshops and training, therapeutic assessments, one to one therapeutic interventions including specialist therapies and Children and Young People Improving Access to Psychological Therapies (CYP IAPT) evidence-based therapies.

Job Purpose

The role of Executive Administrative Assistant is to work alongside the Senior Management Team, providing ongoing support to the Chief Executive Officer. This will include maintaining finance systems, updating company cash flow and financial forecasts, statistical reporting, administration of HR systems and being responsible for planning, organising and attending a variety of meetings whilst providing administrative support to the Chief Executive Officer.

Main Duties and Responsibilities

- Collaborating with the Senior Management Team, to ensure the smooth running of the company from a people perspective.
- Handling highly confidential information in an honest and trustworthy way.
- Support the CEO with grants/ bids gathering reports for evidence.
- Track expenditure on grants to report back on projects.
- Raising invoices through finance systems (Xero), processing invoices and payments.
- Responsible for tracking incoming and outgoing invoices, to ensure the company financial forecast is up to date and accurate in collaboration with the CEO.



The Link Redcar CIC

Dove House, 5 Turner Street, Redcar, TS10 1AY

Tel: 01642 505580 E: info@redcarlink.com W: www.redcarlink.com

Company No: 7635348 VAT No: 144 8508 03 The Link Charitable Trust Charity No: 1166207

- Monthly filing and reconciling company accounts and coding through accounting systems (Xero).
- Preparation of monthly payroll information and liaison with external payroll consultants.
- Attendance and minute taking at service meetings, including Senior Management and Directors meetings.
- Maintain the administration of internal HR systems, in collaboration with the Senior Management Team.
- Prepare and submit statistical service reports, using existing templates.
- Support the DPO and SIRO with GDPR and Data Protection compliance.
- Organise and store paperwork, documents and computer-based information.
- Create and maintain filing and other systems.
- Ensure the smooth and adequate flow of information within the company to facilitate other business operations.
- To maintain high standards of data capture by ensuring data entered on systems are accurate and timely.
- Preparing letters, presentations and reports.
- Required to undertake other duties commensurate with the role as required by business need, not specified in the job description.

Monitoring, Evaluating and Developing Service Provision

- Assist the CEO in the monitoring, evaluation and development of the service with the tools and methodology provided for such.
- As appropriate, contribute to the development and learning of other service providers with regards to improving outcomes for children and young people within the service.
- As appropriate, assist in the development and production of resources for the benefit of children and young people.
- In the absence of the line manager, assist in ensuring service delivery and development is maintained to a good and professional standard at all times.

Administration and Finance

- Contribute to the day to day administration and running of the service, including appropriate keeping of all records relating to the users of the service, administration and finance, security and confidentiality of information/communication.
- Share appropriate information with children and young people, staff and volunteers and other agencies in accordance with the rules of confidentiality and protection of data.

Work with Other Staff/Agencies

- To create and maintain effective working relationships with Headteachers, Deputy Heads, SENCO's, Pastoral Teams, mental health champions and wider teaching staff by providing advice and consultative support on emotional and mental health issues,



The Link Redcar CIC

Dove House, 5 Turner Street, Redcar, TS10 1AY

Tel: 01642 505580 E: info@redcarlink.com W: www.redcarlink.com

Company No: 7635348 VAT No: 144 8508 03 The Link Charitable Trust Charity No: 1166207

and in relation to appropriate referral pathways for children, young people and families experiencing mild to moderate mental health difficulties.

- To liaise effectively with other local providers, including statutory, voluntary sector organisations and third sector organisations on behalf of the child, young person or family.
- To build effective working relationships with other local children's mental health providers including statutory and third sector CaMHS and support the development of pathways of support.
- Present the users of our service and the service overall in a positive and professional manner, not bringing the service into disrepute.
- As appropriate, represent the service and provide a positive service perspective at relevant inter-agency meetings (or other forms of joint working or training).
- Liaise with other staff and agencies to further meet the needs of children and young people in accordance with the service criteria, policies and procedures.
- Take part in the delivery of training (as appropriate), consultation with and guidance to, others, pertaining to the level of development.

Safeguarding

- Responsible for safeguarding children and promoting the welfare of children and young people at all times and operating within local policies and procedures.
- Under guidance and support taking appropriate safeguarding action to protect children and young people at risk of significant harm.
- Under guidance and supervision to identify and support families in accessing Early Help Services.
- To share appropriate information with parents/carers or other agencies regarding the child's wellbeing and progress keeping within the boundaries of Confidentiality and Information Sharing protocols.
- Ensure consent obtained and checked prior to sharing information, except in situations of safeguarding.

A Professional and Ethical Service

- To undertake relevant Continuing Professional Development as required for the purposes of continued professional accreditation or registration and as identified through The Link's professional development and Appraisal system.
- To work within The Link's GDPR and Information Governance policies and procedures.
- To ensure a safe and secure working environment for self and others and to take action as necessary within Health and Safety and other guidelines.
- To adhere to all The Link's Policies, Procedures and Guidelines.
- To promote and value the rights, responsibilities and diversity of people using the service.
- Promote and act in accordance with the service action plans with regards to equal opportunity and non-discrimination.



The Link Redcar CIC

Dove House, 5 Turner Street, Redcar, TS10 1AY

Tel: 01642 505580 E: info@redcarlink.com W: www.redcarlink.com

Company No: 7635348 VAT No: 144 8508 03 The Link Charitable Trust Charity No: 1166207

- Undertake training, supervision and appraisal to provide a high standard of service in a learning, innovative and continuous personal development environment.
- To promote the safety of children and young people to further the aim of preventing abuse or the risk of abuse.
- To act in a professional manner at all times whilst representing the service.
- Undertake other duties and responsibilities as required from time to time, commensurate with the post.

Other

- Regular promotion and marketing of children's mental health, prevention and early intervention linking in with local/national campaigns
- Work in partnership with The Link Charitable Trust

This job description is designed to identify principal responsibilities only. The post holder is required to be flexible in development of the role in accordance with changes in The Link's organisational objectives and priorities.



The Link Redcar CIC

Dove House, 5 Turner Street, Redcar, TS10 1AY

Tel: 01642 505580 E: info@redcarlink.com W: www.redcarlink.com

Company No: 7635348 VAT No: 144 8508 03 The Link Charitable Trust Charity No: 1166207