



EXECUTIVE ASSISTANT & ADMINISTRATIVE SUPPORT

JOB DESCRIPTION:

Job Title:	Executive Assistant & Administrative Support
Hours:	3 – 5 days (21-35 hours)
Location:	Stirling, Hybrid or Remote-based
Reporting to:	Chief Executive
Key Relationships:	Staff, Board, Members, Suppliers

Job Purpose:

Circular Communities Scotland is a membership body which exists primarily to support and represent our membership. The organisation is growing rapidly doubling in both staffing and turnover in the last year. With this growth comes two specific needs which this role is designed to meet:

- Our CEO requires the support of an Executive Assistant which will help him be more effective in his role.
- Various parts of the organisation require administrative support and it makes sense for this to be centralised.

Our hope is that the appointment of this role will support the next stage of our growth and development.

Once the number of days/hours have been agreed the actual tasks will be set to reflect the time available.

Key Responsibilities and Tasks

1. Executive Assistant to the CEO

- Acting as an initial point of contact when enquiries come in providing a professional first impression to the organisation.
- Taking phone calls and providing responses to email enquiries.
- Diary support for setting up meetings, events, and travel arrangements.
- Organising team meetings, staff socials
- Support for proposals, reports, and conference presentations.
- Conducting research and providing summary reports.
- Attending (sometimes confidential) meetings and recording minutes/actions as required.
- Supporting recruiting of new staff – advertising the role, interview planning, liaising with candidates etc.



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2. Administrative Support

This part of the role will involve working with other staff members across the organisation.

Member Services

- Supporting the process to add new members, send out new member packs and process any leavers.
- Administrative support for face to face and virtual events such as our annual conference including using Eventbrite or Zoom for bookings as well as liaising with attendees, venues, sponsors, exhibitors, and speakers.
- Support for our communication channels such as adding new members to our website map or uploading new publications.

Project Support

- Provide support to our new Share and Repair Network such as processing new members, adding members to website, supporting training and courses.
- Support our Reuse Consortium by preparing quarterly impact reports to local authorities, taking minutes from steering group meetings, chasing trading members for insurance policies etc.
- Support our Bike Reuse Project as it becomes established.

Finance & Office Support

- Support our Finance Coordinator in their role for example by chasing unpaid invoices, supporting preparation of quarterly finance claims to funders, banking of cheques etc.

3. Other Duties

- Organisation of personal workload and general administration.
- Assist on projects when necessary and within areas identified in the Strategic Plan.
- Attend relevant training courses, industry seminars, forums and conferences.
- Ensure own and colleagues' health and safety is maintained.
- Represent Circular Communities Scotland in a professional and responsible manner.
- Other duties as agreed with the Chief Executive.



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PERSON SPECIFICATION:	Essential	Desirable
Personal Attributes		
A strong team-player	✓	
Positive and enthusiastic	✓	
A proactive self-starter who takes the initiative	✓	
Committed to high standards of delivery	✓	
Able to resolve conflict positively and professionally	✓	
Strong self-management skills, able to manage multiple work streams simultaneously	✓	
Support for our organisational values including environmental and social justice	✓	
Key Skills		
Good project management skills	✓	
Excellent communication skills – phone, email, face to face	✓	
Strong interpersonal skills, able to build and maintain professional relationships with a wide range of stakeholders	✓	
Great organisational skills, able to manage complex workload effectively	✓	
Good IT skills including competency with Word and Excel, PowerPoint, Outlook, databases, digital media, and social media platforms	✓	
Experience		
Experience of working as an executive assistant or in a senior administrative role	✓	
Ability to engage positively with the issues surrounding the circular economy, wider social and environmental justice	✓	
Experience of working with a wide range of internal and external stakeholders	✓	
Experience of a membership body or working for a third sector organisation		✓