

Role title: Executive Support Officer

Accountable to: Company Secretary

Hours: Full-time. We are happy to consider flexible working and job shares.

Duration: Permanent

Location: A mix of home and office working (min 60%) (Central London) once office working recommences following lockdown

Salary: Starting at £25,000

About GambleAware

GambleAware is an independent charity that helps keep people safe from gambling harms across Great Britain. It delivers public awareness campaigns and promotes practical resources for information and treatment, while also signposting people to help and advice via the BeGambleAware.org website. GambleAware also commissions the National Gambling Treatment Service, which operates in partnership with expert organisations and agencies, including the NHS.

All GambleAware work is underpinned by rigorous research and evaluation to improve knowledge about what works for whom in preventing gambling harms.

GambleAware's mission is to ensure gambling is understood as an important public health and wellbeing issue and works in partnership with other organisations in the voluntary and statutory sector to help achieve this.

About GambleAware's Corporate Services function

GambleAware's Corporate Services function provides critical support to enable the organisation to work effectively.

Role purpose

To provide high quality executive and administrative support the Chief Executive, Senior Management Team and Corporate Services team. To support the Company Secretary with Board and Committee arrangements.

Key responsibilities

- To provide comprehensive and high-quality support to the Chief Executive, including diary management, and travel and accommodation arrangements.
- To provide administrative support to the SMT, including booking meetings, preparing and distributing agendas and papers, note-taking and recording actions.

- To provide administrative support to corporate services management as reasonably required.
- To provide general administrative support as required across the organisation.
- To be the point of contact for all premise, Health and Safety and IT related requirements.

General responsibilities

- Undertake any other tasks as reasonably directed by your line manager.
- Adhere to GambleAware policies and procedures.
- Demonstrate a commitment to diversity, inclusivity and equal opportunity in working with colleagues and stakeholders with a wide range of perspectives and experiences.
- Be a great team worker, demonstrating loyalty and commitment to the organisation and team members.

Person specification

	Essential	Desirable
Knowledge & experience	<ul style="list-style-type: none"> • Experience of managing senior diaries • Experience of working in an office 	<ul style="list-style-type: none"> • Experience of working in a charity • Experience of NHS • Experienced in working with Boards
Skills & abilities	<ul style="list-style-type: none"> • Strong administrative and organisational skills, with the ability to multitask • Ability to maintain confidentiality • Attention to detail • Ability to use initiative • Excellent written and spoken communication skills • Strong experience of working with MS Office, especially Outlook, Excel, Word and PowerPoint • Experience of working in SharePoint 	<ul style="list-style-type: none"> • Project Management qualifications

	<ul style="list-style-type: none"> • Flexible approach to work • Meeting minutes & note taking • Multi-channel online meeting systems – teams and zoom 	
General	<ul style="list-style-type: none"> • Committed to continuous professional development • Commitment to GambleAware’s purpose • Commitment to diversity, inclusivity and equality of opportunity 	<ul style="list-style-type: none"> • Keeping up to date with Charity Commission guidance

Our commitment to diversity and inclusion

GambleAware is committed to providing equal opportunities for everyone regardless of their background.

During the application process we commit to:

- Making any reasonable adjustments
- Providing this document in an alternative format.

How to apply

Application is by CV and covering letter (up to 2 pages) setting out how you meet the person spec in relation to the key responsibilities of the role. Applicants will be assessed and shortlisted against these requirements. The deadline for receiving completed applications is **5pm on Wednesday 21st April 2021**. Please send applications to sonal@gambleaware.org.

Those shortlisted will be invited to an interview w/c 26 April 2021 and this will consist of a short task and formal interview.