

JOB DESCRIPTION

Job Title: Executive Assistant & Membership Coordinator

Report to: Head of External Affairs

Job Objectives

- To provide a full range of EA support to the Policy Director and Head of External Affairs
 - Manage the member database and related communications
 - Co-ordinate committee meetings and related papers
 - As part of the team provide additional support in the day to day administration of the Association's activities
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Key Priorities in Support of Job Objectives:

EA to Policy Director and Head of External Affairs

- Provide comprehensive diary management for both the Policy Director and the Head of External Affairs, including organisation of meetings and complex itineraries
- Act as main point of contact and gate keeper
- Provide full secretarial support to the Policy Director and the Head of External Affairs, including where necessary preparation and editing of documents, correspondences, briefing papers and reports
- Liaise with stakeholders i.e. government, media and construction industry on management's behalf via all forms of communication
- Occasional travel within London (very occasionally rest of UK) to take notes or to provide general assistance during meetings for the Policy Director and Head of External Affairs
- Support external affairs with the CPA members package and the development/promotion of the CPA brand

Membership Support

- Responsible for the maintenance, accuracy and effectiveness of the Association database
- Responsible for the content management system ("CMS") of the CPA website related to membership
- Responsible for the monitoring and management of the CPA website's email inbox regarding queries, membership and subscriptions
- Liaise with stakeholders to ensure efficient use of database and updating of contacts within the database
- Lead on membership administration, supporting the Head of External Affairs with data recording and subscription
- Ensure all the data held complies with the Data Protection requirement

- Co-ordinate, prepare and distribute the weekly e-newsletter
- Ensure trade papers and magazines are monitored and distributed in a timely manner to other staff members and that the back copies are kept as required

General Support

- Act as the focal point for the prompt and professional handling of incoming telephone calls and messages
- Assist the Finance and Events Executive with the logistics and administration of Spring Lunch, Autumn Lunch and Parliamentary Reception, including excel spreadsheet assistance, electronic and verbal communication with event guests
- Organise CPA's main committee meetings, managing RSVPs, preparation of the papers and when necessary minute taking for Trade Association Council
- Provide support in other areas on CPA's activities, as appropriate to assist with the efficient operation of the business as a whole
- Assist with general office administration, with meet and greeting of visitors to the office
- In the absence of the Marketing and Communications Executive, cover the general duties to ensure the smooth running of the operation

Key Competencies

- Excellent verbal and written communication skills
- Quality focus and attention to detail.
- Minute-taking ability
- Intermediate level with relevant computer packages especially Microsoft Office
- Competent with database management
- Competent with content management systems (CMS) for websites
- Strong organisation and planning skills
- Able to take ownership of projects and work independently
- Ability to manage stakeholder relationships at all levels within and outside construction industry, in a professional manner

General Attributes

Flexibility and a willingness to undertake varied responsibilities working alone or as part of a team.
A commitment to team working.

This job description does not represent a finite list of duties and you may be called upon to undertake further duties or additional duties not already mentioned but in accordance with your post as (post). This job description does not represent a Contract of Employment and it will be subject to periodic review and may be amended to meet the changing needs of the organisation.

May 2017