

<b>Project &amp; Governance Administrator- Level 2A</b>	
<b>The Role</b>	
The role will be responsible for providing high quality administrative support within the TCV project management office as well as providing administrative support to the CEO, Leadership team and Board of Trustees.	
<b>Key Responsibilities</b>	<b>Core Skills and Knowledge</b>
<p>Arranging meetings, resolving scheduling challenges, prioritising and co-ordinating future meetings, constantly planning and anticipating stakeholder needs across a range of business activities. This will include project meetings across the organisation -wide project portfolio, Leadership Team meetings, core governance, Trustee planning cycles.</p> <p>Supporting the Programme Manager in taking and producing accurate minutes and records of meetings for the Programmes, Leadership Team, Board, Sub Committees and other meetings. Proactively following up on actions and deliverables and using own knowledge and insight of progress to keep things updated.</p> <p>Maintenance and development of online workspaces (SharePoint).</p> <p>Supporting the Project &amp; Governance Coordinator through the day-to-day administration of project management reporting processes and covering for the coordinator in their absence where appropriate.</p> <p>Managing travel arrangements, attendance at external events, and general admin as needed, considering time and budget.</p> <p>Meeting visitors, supporting key internal and external meetings and stakeholders.</p> <p>Organising events and working with colleagues across the business to support the planning and management of colleague briefings, conferences, visits.</p> <p>Supporting the Programme Manager, CEO and Leadership team with effective and timely meeting preparation, agenda compilation,</p>	<p>The skill level for this role is competent:</p> <ul style="list-style-type: none"> <li>• Delighting Customers and Volunteers</li> <li>• Understanding TCV's Products and Markets</li> <li>• Understanding TCV and the Strategy</li> <li>• Working effectively as One Team</li> <li>• Building Effective Relationships</li> <li>• Effective Decision Making</li> <li>• Communicating Effectively</li> <li>• Delivering Results</li> <li>• Valuing Diversity and Integrity</li> </ul>

<p>papers collation for the Leadership Team, Board, Sub Committee and other meetings.</p> <p>Coordinating and distributing accurate and high-quality pre-meeting agenda, papers and Board and Committee packs.</p> <p>Supporting the company secretary and Chair of Board of Trustees/Committee Chairs with charity governance related matters.</p> <p>Operational responsibility for Senior Leadership Team, Board and Project Management Office annual scheduling of meetings</p> <p>Point of contact for Trustees, the President and Vice-Presidents, and Committee Members, escalating to the Project &amp; Governance Coordinator or Programme Manager where appropriate.</p>	
<p><b>Person Specification</b></p>	<p><b>Size and Scope</b></p>
<p>A good communicator – that includes interpersonal skills as well as strong stakeholder management experience.</p> <p>Excellent administration and co-ordination and organisation skills are a must-have. Highly organised, effective and efficient in working practices.</p> <p>Strong IT skills are central to the role holder operates. Strong on MS office, particularly Excel and willing to learn about new technology to improve and automate how we work.</p> <p>Ability to work independently, multi-task and adapt quickly to emerging situations. Initiative to identify things that add value and pre-empt what's needed.</p> <p>Experience of operating with discretion, be experienced and valued for your ability to handle confidential and sensitive information with the utmost professionalism.</p> <p>A 'can do' and positive outlook with a genuine passion for delivering excellent executive support service to enable TCV to achieve its objectives.</p>	<ul style="list-style-type: none"> <li>• Hybrid working</li> <li>• Part-time 21 hours per week/flexible</li> <li>• Reports to Project &amp; Governance Co-ordinator.</li> </ul>

<p>Experience of working in a project management office or similar environment and supporting senior leaders and trustees and therefore understands the varied nature and requirements of the role.</p> <p>Understanding of operating in a similar role in the charity sector with an understanding of charity governance, projects and dynamics.</p>	
<p><b>Regulatory Requirements</b></p>	<p><b>Behaviours</b></p>
<ul style="list-style-type: none"> <li>• Adherence to TCV policies and procedures, including Health and Safety and Safeguarding. Safeguarding is everyone's responsibility, and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults. Familiarisation with, and adherence to, the organisational Safeguarding Policies and procedures is an essential requirement of all employees as is participation in related mandatory training.</li> <li>• Self Disclosure criminal record form and relevant criminal record check</li> </ul>	<ul style="list-style-type: none"> <li>• Relentless focus on delivering TCV goals for our beneficiaries, volunteers, customers and ourselves</li> <li>• Proudly working as One Team, treating each other as we would like to be treated</li> </ul>