

# JOB DESCRIPTION

<b>Title</b>	<b>Assistant to the General Secretary &amp; Secretariat</b>
<b>Grade</b>	<b>3 Assistant</b>
<b>Section</b>	<b>Governance &amp; Allied Services</b>
<b>Reports to</b>	<b>Head of Governance &amp; Allied Services</b>
<b>Date</b>	<b>October 2025</b>

## JOB PURPOSE

The Assistant to the General Secretary & Secretariat sits within the Governance & Allied Services Section, and works under the direction of the Head of Section and the Assistant General Secretary (Operations). The primary function is to provide administrative support to the General Secretary and other members of the Secretariat, they support special projects led by the Secretariat and contribute towards the effective running of the union's governance and democratic structures.

## MAIN DUTIES

1. To provide multifunctional administrative support to the General Secretary and Secretariat as required, with a high level of autonomy. Including but not limited to, acting as a first point of contact for external enquiries, prioritising communications, diary management and any other administrative duties as directed.
2. To coordinate logistical arrangements for meetings including scheduling, venues, travel arrangements etc.
3. Support the preparation and distribution of high-level meeting agendas, producing high quality documents/reports, papers, and minutes.
4. To be responsible for proactive internal communications and information sharing across teams including the management of the union's intranet site.
5. To design and deliver special projects and initiatives led by the Secretariat.
6. To assist in the administration of the union's governance and democratic structures (e.g. National Executive Council, Conference, committees, branches and Trustees), resolving straightforward issues directly, signposting where needed, and escalating more complex matters.
7. Assist with planning and delivery of key union events, campaigns and conferences.
8. Help ensure compliance with the union's rules, standing orders and other obligations.
9. Maintain up to date records of governance structures, activists, and elections.
10. Provide administrative support for internal elections and other democratic processes.
11. To work with the Head of Membership and the Membership Section to assist in the recruitment, retention, and subscription compliance of high-profile members.

## **GENERAL DUTIES**

1. To be fully conversant with the union's IT system relevant to the post. To create own correspondence, access databases and use the union's e-mail. To be responsible for creating and maintaining an effective filing system. To be able to track all written correspondence and respond to all complaints/enquiries.
2. There will be occasional evening and weekend work.
3. To undertake any other duties commensurate with the grade.
4. To maintain the confidentiality of information and abide by the provisions of the Data Protection Act.
5. To undertake all duties within Health & Safety regulations/policy.
6. To undertake all duties with due regard to the Equal Opportunities policies of the union.

## **Person Specification**

### **Essential**

1. Commitment to the work of Trade Unions and Equity's Vision, Mission and Values
2. Proven experience as a Personal Assistant, Executive Assistant or senior administrative professional at a leader/director or senior team level
3. Computer literate with full understanding of Microsoft 365, Outlook, Teams and SharePoint
4. Exceptional organisational and time management skills
5. Ability to prioritise competing demands and triage urgency, complexity, and take appropriate courses of action in line with or by interpreting existing policy
6. Excellent written and verbal communication skills with high levels of accuracy and attention to detail in handling complex information
7. Strong interpersonal skills and the ability to build relationships at all levels, and a collaborative mindset, with the ability to work effectively in a team and with colleagues across the organisation
8. High level of discretion, integrity and awareness of political sensitivity
9. Able to demonstrate ability to service committees or other structures, including taking effective minutes and drawing up agendas

### **Desirable**

1. Experience working within a trade union, membership organisation, political environment or another democratic organisation

2. Knowledge of internal governance processes and policy development