

### Administrator

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| <b>Job title:</b>     | Administrator                     |
| <b>Working hours:</b> | Between 4 - 8 hours per week      |
| <b>Rate:</b>          | Hourly rate £14.12                |
| <b>Reporting to:</b>  | Leadership and Governance Manager |
| <b>Direct Reports</b> | None                              |
| <b>Closing Date:</b>  | 2 <sup>nd</sup> November 2025     |

#### Role Purpose:

You will play a critical role in providing excellent and efficient administrative support to the Governance, and Leadership function within the Guild. You will be the first point of contact for the Leadership and Governance function, and provide of a range of admin support including diary management, meeting support, booking and assisting with the running of events, booking travel and hotels, supporting and liaising with Trustees, preparing agendas and taking notes in key Governance and Guild meetings, and supporting in various aspects of the Governance meeting cycles. You will provide practical support to trustee meetings, training, socials and the trustee awayday.

You will have autonomy to work on your own initiative and manage your own workload, with support from the Leadership and Manager. You work will primarily engage with Exeter Guild staff and trustees, as well as key university staff and external contacts, such as training providers and Event Exeter. You will be passionate about supporting the team to deliver a great service to students, staff, trustees, and stakeholders.

Exeter Students' Guild is a charity and membership organisation that exists to help all students to love Exeter. That's our strategy! We deliver a range of services to achieve this, and we are democratically led and driven by student research and insight to make sure we are delivering the right things in the right way at the right time for students.

#### Key Accountabilities:

- The Senior Leadership team and Officers receive timely administrative support to ensure a smooth and effective workplace.
- Leadership and Governance functions are proactively supported, and the Trustee Board is confident in the governance cycle and governance plan.
- The leadership team's projects, meetings, and events are fully supported with provision of resources, travel bookings, itineraries, and hospitality.

#### Key Responsibilities:

##### Delivery

- Assist the preparation of key Governance meetings, ensuring key communication is circulated, and ensure papers and information is received in a timely manner
- Support Governance meetings in circulating papers, taking meeting minutes for official records, and collating feedback following meetings
- Supporting elected Officers with their diary management alongside their staff support, ensuring Officers can attend relevant meetings both internally and externally where capacity allows
- Provide support for Leadership and Governance meetings and events, making all necessary practical arrangements such as room booking, catering, technical arrangements, travel, accommodation, and itineraries
- Assists with the delivery of the Governance plan, and Guild annual plans for the benefit of internal stakeholders and members
- Provide administrative support for Trustees including managing and processing expenses, travel, and hotel requests
- Managing and updating the Trustee Database to ensure accurate and up to date information is recorded, including attendance at meetings and the conflict of interest register
- Ensuring our Trustees are kept informed by sending out relevant information as and when necessary

## **Development**

- Gather and research information for the Governance function, ensuring we are compliant in our Articles and bylaws
- Assist in driving the effective Governance of the organisation through anticipating and developing responses to organisational support needs
- Manage own time within a pre-existing workload determined by the Leadership and Governance Manager

## **Stakeholders**

- Communicates straightforward information on request and has basic dealings with stakeholders and partners
- Your work will primarily engage with Exeter Guild staff and trustees, as well as key university staff and external contacts, such as training providers, and Event Exeter

## **Compliance**

- Handle confidential personal and commercially sensitive material in a professional manner
- Responsible for alerting relevant Guild staff to areas of concern and ensuring own actions promote a positive and safe environment, and avoid unnecessary risk
- Assist the Leadership and Governance Manager in compliance with the Guild's, and relevant University policies, and all relevant legislation – including Health and Safety, 1994 Education Act and Data Protection

## **Other**

- Actively engage in student-facing projects and activities of all kinds as required
- Be an enthusiastic advocate for student leadership and the organisation's values
- Maintain own professional networks and promote the Guild on a local and national level
- Assist Guild teams on delivering projects, coordinating meetings, and assisting with organising internal events

| Criteria               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
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| KNOWLEDGE & EXPERIENCE | <ul style="list-style-type: none"> <li>• Desired experience of delivering effective administrative support.</li> <li>• Desired knowledge of how to manage and store information and data efficiently in line with confidentiality and GDPR guidelines.</li> <li>• Experience of managing competing priorities and working to deadlines.</li> <li>• Experience of being proactive and using your own initiative to improve processes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| SKILLS & ABILITIES     | <ul style="list-style-type: none"> <li>• Able to demonstrate an understanding of the importance of managing sensitive matters confidently and confidentially.</li> <li>• Capable of producing written reports and documents to a high standard.</li> <li>• Confident in using a variety of software including MS Office 365 and digital productivity tools.</li> <li>• Able to demonstrate effective communication, and to build strong relationships with a variety of stakeholders.</li> <li>• Able to demonstrate effective time-management skills and to take responsibility for prioritising workload and tasks.</li> <li>• <b>Teamwork:</b> taking the time to understand yourself and those around you, so that you can collaborate effectively across teams and achieve shared goals.</li> <li>• <b>Insight:</b> able to spot issues and think creatively about how to solve them, and adapt to changing priorities</li> <li>• <b>Accountability:</b> taking responsibility for your personal development, challenges, and successes, and being aware of the impact of your work.</li> </ul> |
| VALUES & BEHAVIOURS    | <ul style="list-style-type: none"> <li>• A demonstrable commitment to our organisation's values.</li> <li>• Shares a genuine interest for working in a democratic, student-led environment and championing student leadership.</li> <li>• Strong commitment to equality, diversity, and inclusion.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |