05/06/26

Job Description:
Administrative Support – Enfield Town Steering Group

Key Details

Position: Administrative Assistant
Term: 1 Year Pilot period (initially until May 2027, subject to review and renewal)
Remuneration: £3000
Arrangement: Contract
Time commitment: Approximately 1–2 days per month, with flexibility around meeting schedules
Reports to: Chair of the Enfield Town Steering Group

Purpose of the Role

The Administrative Assistant will provide organisational and communication support to the Enfield Town Steering Group (ETSG) and its Chair. The role ensures that meetings, communications, and records are well managed, helping the group to operate smoothly and transparently during the pilot period as well as assisting with grant and funding applications.

Key Responsibilities

- **Meeting organisation:** Arrange Steering Group meetings (around six per year), book venues or set up online links, and circulate joining details in advance.
- **Agenda and minutes:** Support the Chair in preparing agendas and ensuring that papers are circulated at least one week before meetings. Take clear, accurate minutes and share them promptly.
- **Communication:** Maintain regular contact with members, share updates and documents, and ensure smooth information flow between meetings.
- **Record keeping:** Maintain up-to-date lists of members and records of decisions and actions.
- **Event and logistics support:** Assist with small-scale events, workshops, or task group meetings as required.
- **Administration:** Support the Chair with grant/funding applications and in compiling materials for reports, reviews, and public communications.

Person Specification

Essential Skills and Experience

- Strong organisational and administrative skills, with attention to detail.
- Experience in supporting meetings, minute-taking, and managing documents.
- Confident user of email, document sharing platforms, and video meeting tools.
- Good written and verbal communication skills.
- Ability to manage time effectively and work independently.

Desirable Skills and Experience

- Experience working in a community, cultural, or partnership setting.
- Experience of completing and submitting grand and funding applications
- Knowledge of Enfield Town and its stakeholders.

Personal Attributes

- Professional, reliable, and approachable.
- Politically neutral and committed to inclusivity.
- Able to work collaboratively and handle information sensitively and confidentially.