

# APPLICATION PACK



CACT Executive Administrator



MAYOR OF LONDON



INVESTORS  
IN PEOPLE

# APPLICATION PACK

Charlton Athletic Community Trust (CACT) is the charitable arm of Charlton Athletic Football Club.

Working across Greenwich, Bexley and Kent, our mission is that:

‘Based on the needs of the community, we will work in partnership to deliver high quality programmes with a lasting impact.’

We aim to achieve three core outcomes in the communities we serve:

- Improved physical and mental health and wellbeing
- Improved levels of education and employment
- Increased community and social cohesion

To successfully achieve this, CACT and its staff have adopted six core values:

- Passion – fuels our work
- Trust – safe and sound
- Engagement – stronger together
- Respect – two-way and vital
- Equality – open and fair
- Inclusion – that means you

This is an exciting time to join CACT. The charity’s reach and impact is growing. We have recently published an impact report demonstrating that for every £1 that CACT invests, a social return of £9.52 is created, and that the social value generated by our programmes and activities amounted to £49.6 million.

Employee benefits include:

- Friendly working environment
- Bank Holiday Statutory Leave
- Flexible Working
- Internal and external training opportunities
- Employee Assistance Programme - includes a range of retail and entertainment discount vouchers
- Eye-care vouchers
- Cycle to Work scheme
- London Living Wage employer
- Healthy Workplace Award accreditation
- Investors In People accreditation

CACT are committed to embracing and fostering equality, diversity and inclusion in the workplace as well as in the delivery of its services, activities, and programmes, by promoting a positive organisational culture that values all staff and service users. We will strive to create an inclusive environment where everyone feels able to participate and achieve their potential.



## JOB DESCRIPTION

<b>Job Title:</b>	CACT Executive Administrator	<b>Reporting to:</b>	Director of Finance, Governance and Compliance
<b>Pay:</b>	£26,000 - £28,000 pa (FTE £43,333 - £46,666)	<b>Contract type:</b>	Permanent
<b>Location:</b>	CAFC Training Ground, Sparrows Lane	<b>Days and hours of work:</b>	22.5 hours per week, to be worked over 5 days.
<b>Document created:</b>	05/04/2024	<b>Ref number</b>	CACT/EA/SS/2024

### Purpose of the Role:

To provide administrator support to the Executive Team and Chair to the Board of Trustees as well as manage governance for the Charity effectively, ensuring compliance with legislation and statutory requirements and continued improvement of governance practices. Oversee the Data Protection functions of the Trust.

### • Key Responsibilities

#### Governance

- Provide administrative support to the Executive Team and Chair to the Board of Trustees to ensure a framework of effective governance is in place.
- Ensure CACT is compliant with statutory requirements set by the Charity Commission and Companies House and CACT's own internal documents, for example, matters reserved to the board, terms of reference, code of conduct, conflict of interest etc.
- Prepare an annual calendar of quarterly board and sub-committee meetings, arrange venues and other resources if required.
- Alongside the Chair to the Board and Chairs to the sub-committees draft agendas, collate reports and papers, attend and minute meetings, publish accurate records and ensure actions are completed.
- Board composition is regularly reviewed, if required manage a trustee recruitment process in line with CACT's Trustee Recruitment Policy.
- Ensure statutory checks including DBS and eligibility checks are completed for new trustees and renewed for existing trustees as required.
- Ensure new trustees receive an induction and arrange training /workshops for the Board.
- First point of contact for external regulators including the Charity Commission, Company Secretary, Companies House, ICO, PCSI, insurance, etc - ensure statutory returns are completed and filed within timescales.

- Draft the governance section in Trustees' Annual Report and provide governance information required for the annual audit.
- Ensure CACT's policies and procedures are regularly reviewed, updated and approved by the Board, in line with CACT's governance and policy review schedule.
- Maintain a central record for CACT leases, contracts, SLA's, insurances and other legal documents.
- Provide monitoring information for commissioners, partner organisations and other authorities on administrative/ governance matters as required.
- Be mindful of requirements in governance sections in the Capability Code of Practice and update as required.

#### **Information Governance / Data Protection**

- Work with CACT's external Data Protection Consultancy Service to ensure there is an appropriate level of support in place to ensure CACT is compliant with the Data Protection Act 2018 and General Data Protection Regulation (GDPR).
- Work with external Data Protection service provider to ensure data protection policies and procedures are up to date in line with the policy review schedule.
- Monitor the data breach online reporting process and keep a register of any near misses or data breaches.
- Ensure reportable data breaches are reported to the correct regulatory authorities (ICO, Charity Commission, Action Fraud).
- Arrange and Chair the Information Governance Steering Group quarterly meetings.
- Work with the data protection consultancy service to ensure we comply with requirements relating to any subject access or freedom of information requests.
- Work with our IT Service Provider, on renewal of the annual Cyber Essentials certification and other IT security issues.

# PERSON SPECIFICATION

**Job title: CACT Executive Administrator**

Person Specification		
Attributes	Essential	Desirable
Qualifications and experience	<ul style="list-style-type: none"> <li>A level standard of education or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Educated to degree level</li> <li>Prior experience in a governance and/or compliance role</li> </ul>
Skills, ability & knowledge	<ul style="list-style-type: none"> <li>Ability to communicate effectively at all levels within an organisation both verbally and in writing, up to and including board level</li> <li>Experience of writing meeting minutes</li> <li>Ability to handle confidential and sensitive matters and situations with tact, diplomacy and discretion</li> <li>Excellent organisation and planning skills</li> <li>High level of competence using Microsoft Office products</li> <li>An understanding of and a commitment to equal opportunities both in the workplace and the wider community. Commitment to Safeguarding children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge and understanding of corporate governance frameworks and legal requirements.</li> <li>Experience of supporting boards and sub-committees</li> <li>Understanding of company secretarial responsibilities</li> <li>Experience of working within a corporate environment as a PA or secretary.</li> <li>Knowledge of data protection legislation and GDPR regulations and implications for charities</li> <li>Awareness of risks associated with data processing</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>Excellent interpersonal skills.</li> <li>A positive attitude and 'can do' approach</li> <li>Self-motivated</li> </ul>	



**CACT is committed to the safeguarding of its staff, volunteers and young people. Any job offer made is subject to satisfactory references and Disclosure and Barring Service (DBS) check.**

Application forms are available from <https://www.charltonafc.com/cact/get-involved/job-opportunities>

To apply for this role, please send a completed application form detailing how you meet the requirements of the role and an equal opportunities monitoring form to [Jobs@cact.org.uk](mailto:Jobs@cact.org.uk).

Please note: CVs will **not** be considered.

Closing date for applications: 21/04/2024

Interviews: To be conducted the week commencing 22<sup>nd</sup> April 2024

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