



Sustainable Leather Foundation

Job Description

Reference: JD3v1.1

Original Creation Date: 18 MAY 2022

JD3 – Company Administrator and PA to Managing Director

Name:		Department:	Administration
Job Title:	Company Administrator and PA to Managing Director		
Reporting to:	Managing Director		
Functional Relationships:	All staff		
Responsible for:	Supporting the smooth running of the Sustainable Leather Foundation and working closely with the Managing Director, this is a key role to support the continued growth of the organisation. The activities to be fulfilled will vary but will include all routine administration including the day to day running of the office, spreadsheet maintenance, diary management, meeting and event organisation, including recording and dissemination of minutes and actions, and ensuring appropriate social media presence is maintained. This list is not exhaustive and will be subject to change as the role develops.		
Key Responsibilities:	<ul style="list-style-type: none"> • Efficiently ensure the day to day running of the office • Maintain spreadsheet trackers for partnership actions and liaise with other departments as necessary. • Draw up agendas, take minutes and disseminate accordingly for all Advisory Board meetings, working group meetings and other ad-hoc calls and meetings • Manage and update the SLF Workflow Tracker weekly • Manage the recorded actions of the weekly SLF staff meetings. • Arrange travel and accommodation for the Managing Director • Support diary management for the Managing Director including Zoom meeting set up and Doodle Poll availability requests • Organise expense submissions and receipts for the Managing Director • Manage the organisation of Partner Meetings, Conference Calls and other Networking events in conjunction with others • Maintain and regularly update the SLF communication channels with news and information (at least once per week). • Design, produce and distribute periodic newsletters, partner information and company updates in collaboration with other team members. • Monitor analytics and progress on digital visibility 		
Date Prepared:	15 th November 2022	By:	Deborah Taylor
Job Holder Signature:		Manager Signature:	
Date:		Date:	



JD3 – Person Specification

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Job Title:	Company Administrator and PA to Managing Director		
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Competencies:			
Knowledge:	<p>Essential:</p> <ul style="list-style-type: none"> • Minimum of 5 years administrative experience, preferably working at senior level • Exemplary working knowledge of all MS Office packages • English Language and Maths G.C.S.E. or O'Level equivalent as a minimum <p>Advantageous:</p> <ul style="list-style-type: none"> • Experience of diary management including arranging international travel • Experience of website content management and social media (Wordpress, Elementor an advantage) • Experience of preparing copy for information, i.e. newsletters, social media posts, 		
Skills:	<ul style="list-style-type: none"> • Excellent communication skills at all levels, both verbally and in written form • Excellent organisation and time management skills • The ability to multi-task effectively • The ability to work within a team as well as independently • The ability to prioritise effectively • Exemplary numeracy and literacy skills 		
Attitudes:	<ul style="list-style-type: none"> • Accuracy and attention to detail • Thrive under pressure • Positive outlook and adaptable • Organised with a methodical approach • Team spirit and enthusiastic • The desire to develop and improve 		
Behaviours:	<ul style="list-style-type: none"> • Conscientious • Responsive • Timely • Proactive & self-motivated • Ambitious & Determined • Trustworthy & Discreet • Diligent 		



Sustainable Leather Foundation

Industry Led – Consumer Focused

JD3

Date: 15.11.22

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Job Holder Signature:		Manager Signature:	
Date:		Date:	