**Our Mission**

*engage in their future* exists as an organisation for, and of, specialist leaders in SEMH, working across all educational environments and with all ages, sharing support, experience and best practice advice with colleagues in educational leadership and managements positions, and their school community. It provides advocacy for those with challenging behaviour and those working them, and continually works to help improve the education and welfare of pupils. By providing a collective voice for its members, *engage in their future* will inform and influence the national debate on SEMH issues.

We are seeking to appoint for the 1st of January 2020 an:

Administration and Strategic Support Officer

*Pay Range (£34,000 to £42,000)*

Closing date for applications is 2nd December 2019

Responsibilities Include:

* Providing input for business and strategic planning
* Support the Committee in setting goals and targets within the framework of the associations development plan
* Collaborating with colleagues to implement policies and develop improvement

## Job brief

We are looking for an Administration and Strategic Support Officer (ASSO) to manage daily administrative operations. You will be a part of the top executive team reporting directly to the Chairperson and your work will be a critical factor in our overall performance.

It is essential the successful candidate has the ability to keep things in order and add a strategic vision.

The goal is to ensure the smooth running of business according to established policies and vision.

## Responsibilities

* Provide input in business and strategic planning
* To support in setting goals for the association
* Collaborate with colleagues to implement policies and develop improvements
* Organize and coordinate national and regional initiatives
* Oversee resource allocation and budgeting
* Provide guidance to the national committee
* Assume responsibility for timely reporting to the Chair and the broader National Committee
* Assist in other tasks (e.g. fundraising) as assigned

## Requirements

* Proven experience as an [administrative officer](https://resources.workable.com/administrative-officer-job-description)
* Experience within the education sector
* Solid understanding of business functions (HR, finance etc.)
* Knowledge of fiscal planning, budgeting and reporting
* Knowledge of relevant laws and regulations including those relating to Charities
* Proficient in MS Office and databases
* Outstanding communication and interpersonal skills
* Ability in decision-making and problem-solving
* Excellent organizational and leaderships skills

Applications are to be made by a supporting letter / statement as to why you want the role and what you offer together with an accompanying CV.

Please address all applications to

Jon Lees

Spring Cottage

The Street

Earsham

Bungay

Norfolk

NR 35 2TY

Or email to [jon.lees@specialisteducation.co.uk](mailto:jon.lees@specialisteducation.co.uk)