

Executive Assistant
Working for Colegau Cymru

Contract

The successful candidate will be offered a full-time (or appropriate job share/part-time), permanent contract of employment, subject to satisfactory completion of a six-month probation period.

Salary Scale

The successful candidate will be paid a salary of between £25,567-£28,237 per annum, pro rata, dependent on experience.

Holiday Entitlement

The annual holiday entitlement for this role is 28 days, pro rata. In addition to this personal entitlement, the successful candidate will also be entitled to leave on 8 public holidays plus extra concessionary days.

Hours of Work

The full-time contracted hours are 37 hours per week excluding daily meal breaks. The working hours will be such to meet the needs of the post of the Executive Assistant.

Occasionally, the successful candidate may be expected to attend meetings in evenings or weekends. The organisation operates a time off in lieu policy.

Pension Entitlement

Colegau Cymru will make a monthly contribution into the successful candidate's pension plan scheme. If the individual does not currently contribute towards a pension scheme, they will be automatically enrolled into a workplace pension scheme.

Notice Period

One month's notice is required.

Probation Period

A six-month probationary period applies to this role.

Location

The role will be a combination of home working and office work, based at Unit 7, Cae Gwyrdd, Greenmeadow Springs, Tongwynlais, Cardiff, CF15 7AB. There is free parking at our premises.

The post may involve some travel throughout Wales, the UK and internationally, requiring overnight stays.

Your Information

If you choose to apply for a role with ColegauCymru, you will need to provide us with information about you. We may also collate information about you from third parties, such as your referees and, where relevant, the Disclosure and Barring Service (DBS). We will use this information to determine your suitability for this role and, if you are successful, to manage our employment contract with you. Your information will be handled in accordance with data protection legislation. More information about how we process personal data can be found in our [Privacy Policy](#).