

Position title:

Executive Assistant

Reporting to: Chief Executive

Closing date: 29th October 2021

Salary/hours: 400 hours graduate fixed term contract (may become permanent) usually over 20 weeks. Must be a university graduate within the last 5 years.

The Disability Resource Centre is an award-winning charity helping people affected by disability or long-term health conditions. We are an independent organisation and a registered charity that has disabled people at the centre of its decision making.

Our vision: Empowering people of all ages who are affected by disability or health conditions to fulfil their potential and aspirations.

Our mission: The Disability Resource Centre is here so that disabled people and their families have somewhere to turn if they feel alone and need help in any situation. We want all disabled people, those with long term health conditions and their carers to know that we are here to support them.

We are proud to be a Disability Confident Employer

Room 1, The Rufus Centre, Steppingley Road, Flitwick, Bedfordshire, MK45 1AH.
01582 470 900

www.drcbeds.org.uk

Registered Charity No 1041712. Company Limited by Guarantee No 2898000.

Our Patron: The Duke of Bedford

Are you an analytical person with a passion for business development?

We can offer you a role with a range of projects to work on to gain a wide range of valuable experience.

General requirements

- Ensuring the provision of efficient and effective shared services within the management team
- Provide support to the Chief Executive through:

Marketing

- Market Research
 - Attendance at market testing events
 - Focus and consumer groups
 - Survey creation
- Market analysis
 - From the above
 - Input into strategic plan

Business development

- Business analysis
 - To analyse issues
 - Using financial tools
- Data analysis
 - Creating and using datasets to analyse services and opportunities
- Attend and contribute to strategic planning meetings and business development meetings
- Contribute to bid development and writing
- Contribute to promotion, marketing and publications

Must have a strong financial or business background, with an interest in marketing. Very strong interpersonal skills. Lived experience of disability is an asset although the applicant must meet the basic criteria.

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Apply by email

If you feel you are suitable for this role and would like to apply, please submit an up-to-date CV to tracy.plunkett@drcbeds.org.uk or by post to the address below for the attention of Tracy Plunkett.

Please feel free to contact us on 01582 470900 for further information.

The Disability Resource Centre
Rufus Centre
Steppingley Road
Flitwick
MK45 1AH

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The Disability Resource Centre welcomes job applications from disabled people, carers or those with an interest in disability issues. The Disability Resource Centre operates a Guaranteed Interview Scheme for any person with a disability who meets the essential criteria of the Job Profile.

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