

Executive Assistant to CEO

Reporting Lines



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| Department | C-Suite | Reporting to | Chief Executive Officer |
| Location | Manchester, Head Office | Working Hours | Full Time (37.5 per week) |
| Salary Range | £28,000 to £33,000 (negotiable depending on experience) | Version | EA-JD-V4-05-2023 |

Main Job Purpose

The EA to the CEO will provide high-quality, timely, efficient, and effective secretarial and executive support to the CEO and Board of trustees, such as legal documentation management, calendar management, arranging of meetings, preparation of Agendas, minute taking, travel bookings, and taking on executive projects as assigned.

S/he will administrate our governance arrangements to ensure the smooth running of the Board of Trustees and its committees to strengthen our governance. The post holder will be required to attain a broad understanding of all legal and operational aspects of our work and will collaborate with senior staff within the senior leadership teams and external stakeholders.

The role will also consist of supporting with internal and external communications, working closely with the Head of Marketing & Communications.

Objectives

Successfully:

- Support the CEO with executive tasks, legal documentation management and calendar management;
- Support the Board of Trustees with Governance matters;
- Support the Marketing & Communications Department;

Accountabilities

- Provide secretarial, administrative and executive support to the CEO and Trustees as needed;
- Provide legal documentation organisation and management for the CEO, and calendar management for the CEO, scheduling meetings and managing meeting requests;
- Arrange leadership team meetings, taking minutes, recording action points and following up with action points;
- Arrange travel bookings, ensuring both convenience and value for money for the CEO, senior management team and trustees;
- Other tasks as assigned, including drafting emails for the CEO, proof-reading and copy-editing legal documentation, dealing with all matters confidentially;
- Act as the first point of contact and ambassador for queries and requests to the CEO and Board of Trustees;
- Establish excellent working relationship with the Chair and Members of the Board of Trustees and leadership teams in verbal, written, and electronic correspondence;
- Complete research / analysis, to include in the production of reports and briefing materials;
- Create meeting(s) timelines, prepare and distribute meeting notification, correspondence, agenda and materials, as well as subsequent updates or changes in a timely and accurate manner;
- Plan the timings of Committees and submission of relevant actions/recommendations into Board submissions;
- Prepare and coordinate communications for all Board events in a timely and accurate manner;
- Attend Board Meetings and Audit, Risk and Finance Committee Meetings, taking minutes, preparing them for review and approval, keeping track of action points and following up with action points;
- Maintain up to date electronic records including approved Board and Committee minutes, new Board and Committee member documents, register of interests, and annual Board changes;
- Undertake the management and coordination of specific projects as instructed on an ad-hoc basis;
- Provide key executive assistance support with regard to all functional specific specialist activity;
- Undertake any other reasonable task as requested by the Executive Group;
- Act as an ambassador for the organisation in all internal and external activities at all times;
- Support the Chair of Trustees, CEO and CGO on all Board and Governance matters;
- Maintain Board records and governing documentation;
- Support Governance reviews;
- Support the Chairman on Trustee recruitment and induction;
- Prepare and set up electronic presentations such as Powerpoint;
- Work with Marketing & Comms on CEO's social media;
- Reviewing, updating and ensuring compliance with policies and procedures relating to conflicts of interest, gifts and hospitality, and other similar areas. This will include monitoring the assignment of responsibilities, providing awareness training to staff involved in concerned operations processes, and conducting related audits.

Work Environment

- 90% indoors / office based;
- 10% outdoors / travel / events / work trips etc.

Job Requirements

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| Education | <ul style="list-style-type: none"> • Educated to Degree Level or equivalent in a relevant field such as Business Management, Law, International Development, etc; • Desirable – Any Executive Assistant qualification or certification; • Knowledge of Legislation and regulations on governance relating to Charities/Not for Profit organisations. |
| Experience | <ul style="list-style-type: none"> • A minimum of 3 years' experience working as an EA, preferably in the charity sector, providing professional secretarial, administrative and executive support to SLT/Board/Trustees; • Experience of administrative support at Board / Senior Management / Governing Body level; • Experience of implementing the Fundraising Regulator's code of conduct; • Sound understanding and experience of supporting compliance with corporate governance within commercial and charity sectors. |
| Skills | <ul style="list-style-type: none"> • Ability to handle confidential and sensitive material and to act with discretion at all times; • Excellent verbal and written communication skills, with a strong attention to detail and a strong ability to understand, analyse and draft legal documentation; • Excellent interpersonal skills with ability to work with a wide range of people, remaining tactful and diplomatic, managing senior relations and conflicting interests; • Strong teamworking skills and the ability to challenge constructively; • Self-motivated, enthusiastic, and able to work independently on own initiative with a 'can do' attitude, with the ability to effectively plan and organise your own workload and be flexible with rapidly changing priorities; • Ability to use own initiative to make informed judgements with limited supervision and guidance; • Ability to work under pressure and deliver to deadlines while maintaining accuracy and quality; • Willingness to adapt to new challenges and find solutions to problems; • Good analytical and quantitative skills; • Ability to take in and process large amounts of information; • Competent with Microsoft 365. |
| Languages | <ul style="list-style-type: none"> • English essential; • Other languages such as French, Arabic, or Urdu desirable. |