

Job Description for PA to CEO

Department: Executive Team

Reporting to: Chief Executive

Hours of work: 0.6 FTE (22.5 hours) Work pattern can be negotiated

Salary: 27k FTE

Location: London office

Job purpose

We are looking for a diligent individual who can support our CEO with diary management, meeting preparation, relationship management, event attendance and travel administration and ad-hoc research.

Job Purpose

To provide full executive support to the CEO in diary management, administration, travel arrangements and meeting preparation and working on specific projects and research as required.

To support and develop key internal and external stakeholder relationships. Work closely with the Chair of the Trustees and all individual Trustees as well as the Leadership team and senior management.

Main Responsibilities

Support the CEO

- Manage and maintain the CEO's diary and email account and ensure that the CEO is fully prepared for all meetings and engagements with relevant briefing notes.
- Manage CEO's travel, balancing cost and time efficiency and processing expenses.
- Conduct regular diary meetings with the CEO to discuss upcoming engagements and invitations and all other requests for the CEO's time. Responding to invites and making necessary arrangements.
- Work on delegated projects and research as directed to support the CEO in their meeting preparation.
- Schedule meetings between the CEO and their direct reports and the committees and groups of which they are a member.

- Liaise with external event organisers to provide relevant biographical information and to ensure that advance slides are sent through where necessary.
- Filter general information, queries, phone calls and invitations to the CEO by redirecting or taking forward such contact as appropriate.
- Manage the process from “start to finish” of obtaining briefings and papers (as required) from the Leadership Team on behalf of the CEO, to ensure that they are fully prepared for all engagements.
- Undertake desktop research as necessary to support the CEO’s preparation for meetings and presentations.
- Support and develop internal & external stakeholder relationships including the Chair of Trustees and individual Trustees
- Keep and maintain an accurate record of papers and electronic correspondence on behalf of the CEO.
- Handle confidential information; organize and maintain files.
- In the absence of the CEO, prepare correspondence on their behalf.
- Meet and greet CEO’s guests and ensure they are looked after.

Governance Support

- Actively support the Director of Finance & Operations in their role as Company Secretary. This will include planning, monitoring, recording information, communicating with Trustees and updating documentation.
- Support Board administration with drafting agendas, and taking minutes
- Diarising Board and subcommittee meetings on a yearly basis.
- Recording, transcribing and distributing minutes of meetings.
- Logging and following up on action points.

Other

- Provide ad-hoc executive support to the Leadership Team as required. CEO will support with assessing capacity or reprioritising workload, where necessary.
- Ensure all management meetings are coordinated, rooms pre-booked, refreshments available and all the necessary technology is working to ensure effective communications.
- Ad-hoc project work as required from time to time

- Any other reasonable duties as required

Whilst the role is normally office based in N. London it may on occasion be desirable for the Executive Assistant to be able to support the CEO by attending events as required.

Key Relationships

- CEO
- Chair of Trustees
- Company Secretary
- Leadership team

These duties must be carried out with due regard to Education Support Partnership's Equal Opportunities Policy, Health & Safety procedures and undertake duties in line with the charity's, and other relevant, codes of practice.

Person specification

Skills and Attributes

- Strong literacy and verbal reasoning and proficient computer skills, including Microsoft Office Suite (Word, PowerPoint, and Excel); scheduling appointments/updates calendars.
- Experience of complying with Company Secretary obligations and support of those responsibilities.
- Strong planning and organisational skills, able to adapt and respond to the unexpected.
- Confident, proactive, self-motivated and organised approach.
- Reliable, responsive, discrete, confidential and diplomatic.
- Calm under pressure of short deadlines and unexpected change of plans.
- Comfortable in a fast-paced environment with multiple tasks and projects at hand.
- Ability to structure own time and create transparent approach to workflow management.
- Problem-solving/ solution orientation.
- Good eye for detail and commitment to high quality outcomes.

Knowledge and Experience

- Minimum 3 years' experience of working as an Executive Assistant at CEO level.

- IAAP Certified Administrative Professional (CAP) or professional certification in office management preferred.
- Experience of Company Secretary obligations.
- Knowledge of standard office administrative practices and procedures.
- Experience of working with a Board of Trustees within a Charity would be a significant advantage.