Job Description

Job Title:	Senior Executive Assistant to the CEO
Group:	Central Services
Dept/Project/Service:	Legal & Governance
Reports to:	Head of Governance (with dotted line to the CEO)
Responsible for:	N/a
Usual office base:	Reading (with flexibility for hybrid working)
Grade:	5

Job Purpose:

Provide high-quality senior executive support and strategic coordination to the Chief Executive, ensuring their activities are aligned with organisational priorities. Anticipate briefing and communication needs, coordinate meetings and stakeholder engagement, and maintain effective follow-through on agreed actions.

Work with the Legal & Governance team to support the effective operation of the Chief Executive's office and its relationships with the Leadership Team and Board of Trustees.

Job Objectives:

1. Provide a high level of one-to-one senior executive support to the CEO, in line with internal policies and practices, including: acting as first point of contact for internal and external communications, managing complex diary and travel arrangements, processing relevant financial transactions.

2. Ensure all preparatory work is in place to enable the Chief Executive to deliver on their scheduled activities, including briefing packs ahead of key meetings, ensuring key contacts are identified, preparing internal briefings and sharing outcomes and actions from key meetings.

3. Facilitate, attend and manage meetings as agreed with, and at times on behalf of, the Chief Executive ensuring that key attendees are available, that agendas and outcomes are clear and accompanying, or representing, the Chief Executive as appropriate and in line with agreed delegated authority levels.

4. Ensure close management of relevant meetings actions and outcomes, track agreed actions, confirm ownership and deadlines, follow up on progress and escalate delays or risks.

5. Act as a sounding board to the Chief Executive, providing feedback, sharing informed observations, highlighting emerging issues and offering constructive feedback based on organisational knowledge.

6. Coordinate and draft communications and support events on behalf of the Chief Executive working with the relevant communications teams. Act as a brand ambassador on behalf of the Chief Executive. Monitor and manage all relevant communication channels for the Chief Executive, ensuring information is cascaded effectively and responses developed in line with business needs.

7. Liaise with key business areas and internal stakeholders to develop and present management information on behalf of the Chief Executive such as presentations, reports, communications and meeting documentation for both internal and external presentation.

8. Work as a key member of the Legal & Governance team, contributing to Board and Executive Team support. Uphold high levels of professionalism and strict confidentiality, whilst maintaining appropriate filing systems for documents and correspondence.

Person Specification:

Knowledge

Essential:

- Relevant qualification or equivalent professional experience in senior executive support
- Working knowledge of planning, coordination and action-tracking methods
- Sound understanding of executive office operations, governance processes and organisational priorities

Desirable:

- Understanding of the education, not-for-profit or charity sectors

Experience

Essential:

- Previous experience in a Senior Executive Assistant role, or similar experience including diary management, complex logistics and travel arrangements for a Chief Executive or equivalent senior executive
- Experience of developing and delivering high-quality communications in a variety of channels and adapted to appropriate audiences
- Evidence of working with information of a confidential nature and escalating sensitive or complex matters appropriately
- Experience of presenting data and information in an accessible format to a very high standard
- Experience understanding strategic requirements, anticipating requirements and developing clear briefings and preparatory support
- Demonstrable track record in coordinating cross-organisational activities and monitoring actions and outcomes
- Demonstrable experience of managing and influencing stakeholders
- Demonstrable experience of exercising sound judgement and prioritising competing demands
- Strong experience of working with Boards and Executive Leaderships Teams

Skills

Essential:

- Excellent analytical, research and critical thinking skills
- Excellent planning and organisational skills
- Excellent interpersonal skills with proven ability to build effective working relationships with key stakeholders at all levels
- Excellent IT skills and ability to explore new tech enabled solutions to improve outcomes
- High level of emotional intelligence and influencing skills
- Exceptional attention to detail and personal effectiveness
- Excellent written and verbal communication skills, including drafting compelling, accurate and audience appropriate communications and briefings
- Ability to perform well under pressure and to tight deadlines
- Ability to engage others and work in partnership with stakeholders

Our Values



EDT is committed to safeguarding and promoting the welfare of children and adults whom we work with and come into contact with around the world. All applicants are subject to thorough screening and successful candidates are subject to the relevant level of criminal record checks with national police authorities or the UK's Disclosure & Barring Service (DBS). This will be at minimum a basic DBS check.

EDT also participates in the Inter Agency Misconduct Disclosure Scheme, and we may request information from relevant job applicants' previous employers about any findings of sexual misconduct, including harassment, during employment or incidents under investigation when the applicant left employment. By submitting an application, the job applicant confirms their understanding of these recruitment procedures.