

Job Description

Job Title	Executive Assistant to the CEO (Master of the Charterhouse) & Clerk to the Governors
Hours	35 hours per week. Flexibility with working hours required (occasional late afternoon/evenings)
Location	The Charterhouse (full-time onsite)
Duration	6 months initially, with potential to go permanent
Responsible to	CEO
Overall job purpose	To support the CEO and Governors of the Charterhouse and provide extra support as and when required
Purpose and Responsibilities	<p>General</p> <ul style="list-style-type: none"> • Managing the CEO’s time and complex work schedule in a fast-paced environment which requires quick thinking, confidence and decisiveness • Working directly with the CEO, Senior Management Team, colleagues across all departments, the Chairman and Board of Governors and internal and external stakeholders at all levels • Acting as the first point of contact for the CEO • Organising the CEO’s travel and ensuring invitations for participating and speaking at events and any other similar activities are responded to promptly • Acting as an ambassador for the CEO and the Charterhouse • Ability to multi-task and prioritise your workload and that of the CEO’s and to work under your own initiative • Undertake any other reasonable duties, such as providing support to the Senior Management Team, Brothers and office management duties • To create and maintain a good working relationship with all stakeholders, and to foster an approachable environment for colleagues and Brothers • Working intuitively, pre-empting the CEO’s needs and forward planning • Dealing discreetly with confidential information and ensure it is handled and stored securely <p>Diary management</p> <ul style="list-style-type: none"> • Manage and prioritise the CEO’s complex and busy diary ensuring they are fully briefed before meetings • Schedule the CEO’s workload, including meetings and events, to ensure all deadlines are met • Liaise effectively and confidently with stakeholders internally and externally <p>Communication</p> <ul style="list-style-type: none"> • Produce documents on behalf of the CEO, e.g. PowerPoint presentations, letters, speech-writing and copy for articles • Act as gatekeeper, screening calls and dealing confidently with enquiries; delegating queries to other members of staff as appropriate, and ensuring the CEO is kept appraised of relevant issues. Balancing controlled access to the CEO with the need to maintain good working relationships both internally and externally • Monitor the relevant mailboxes, ensuring follow up of incoming email items and prioritising where appropriate • Deal with confidential correspondence and documents in a diplomatic manner, ensuring professional, timely and accurate execution of letters, minutes and reports. • Ensure all staff and Brothers are kept updated with necessary communications and

	<p>offer relevant advice and support to the CEO where appropriate</p> <p>Meetings & Events</p> <ul style="list-style-type: none"> • Schedule and co-ordinate internal and external meetings – making all the necessary arrangements including creating agendas, distributing paperwork, booking rooms and arranging catering • Arrange and minute the fortnightly Senior Management Team meetings and quarterly Local Residents’ meetings, the latter of which typically take place in the early evening • Arrange and schedule All Staff Meetings, Diversity Working Group and Brothers’ Update Meetings • Arrange one to ones, review and appraisal meetings for the CEO’s direct reports • Arrange and coordinate events such as the Lord Mayor Mulberries presentation, Summer Solstice, Away Days and other ad hoc events throughout the year as required <p>Governance</p> <ul style="list-style-type: none"> • Act as Assistant to the Board of Governors and provide administrative support to the Chairman • Schedule, arrange and minute all nine committee meetings and the Assembly Meeting, three times per year, collating and distributing papers and ensuring minutes are recorded accurately and circulated on time • Provide support for Governor recruitment • Ensure new Governors are fully inducted into the Charterhouse and are sent the relevant documents. Ensure that all records and documents relating to the Governors are kept up to date • Arrange Governors’ ad hoc events, such as Farewell Dinners • Monitor Governors’ travel expenses budget
Special Circumstances	Occasional evening or weekend working may be required, such as for Public Programme events

Person specification can be found below on page 3:

<u>Person specification</u>	Essential	Desirable
Education – levels & subjects	Degree or equivalent	Degree in a relevant subject such as: history, history of art, art & design Working knowledge of a foreign language
Specific technical/professional skills & experience	IT literate. Ability to use proficiently a range of software packages including Word, Outlook, Excel, Adobe, PowerPoint. Strong typing ability and previous experience of databases	Experience of mailchimp, doodlepoll and Raisers Edge
Work experience, likely former jobs	An understanding of senior diary & correspondence management Problem-solving with a proactive, positive, 'can do' approach, good planning and anticipation Strong attention to detail and excellent spelling and grammar	Used to working with high profile people and organisations Interest or experience in working in charities or the wider cultural sector
Specific managerial skills	The ability to plan work schedules, prioritise, work to deadlines and maintain effective administrative procedures Excellent communication skills, both orally and in writing, to build and maintain good staff and stakeholder relations and to be an advocate for the CEO and Governors to Brothers, staff and external stakeholders Good time management and organisational skills	
Specific interpersonal skills	Proactive self-starter confident to work independently and within the wider team to achieve goals Flexible approach to changing priorities and requirements. A creative, positive approach to problem-solving Ability to prioritise and work autonomously with minimal supervision under pressure Ability to act with tact and sensitivity, experience in handling confidential information. Diplomatic and patient	Strong numeracy and written skills for a range of audiences and platforms Knowledge and experience of elderly people or people with dementia