

WHAT'S THE ROLE?

EXECUTIVE ASSISTANT – LEADERSHIP TEAM

I provide professional and efficient support to several members of the dynamic and friendly senior leadership team. I work with the Executive Assistant to the Chief Executive and Chair and provide support where required. I lead on specific projects as they arise. Trusted with sensitive and confidential information, I take pride in building strong relationships at all levels. I am flexible and proactive, proficient at managing a varied and busy workload. My organisational skills and problem-solving abilities ensure that I can handle multiple tasks efficiently. I enjoy detailed administrative tasks and making a difference to senior leaders by being well organised and always thinking ahead.

IN THIS ROLE YOU'LL...

- Manage and prioritise diary appointments for Directors, organising meetings, travel and accommodation where necessary.
- Provide additional support to the Executive Assistant to the Chief Executive & Chair when required.
- Regularly review future commitments and adjust the diary accordingly
- Provide support for Directors, including meeting prep, papers, research and correspondence.
- Prepare presentations and meeting information as needed.
- Liaise with internal and external stakeholders on behalf of Directors, ensuring all interactions are consistently of a high professional standard.
- Support Directors by raising purchase orders, submitting expense claims and tracking invoices.
- Support broader Directorate Team meeting schedules and organise Away Days.
- Organise hospitality and refreshments when required.
- Take ownership of new projects related to your previous experience.
- Maintain high quality data, making sure information is gathered and recorded in line with the requirements of the General Data Protection Regulation, ICO and Prostate Cancer UK Data Protection Policy.

WHO YOU ARE...

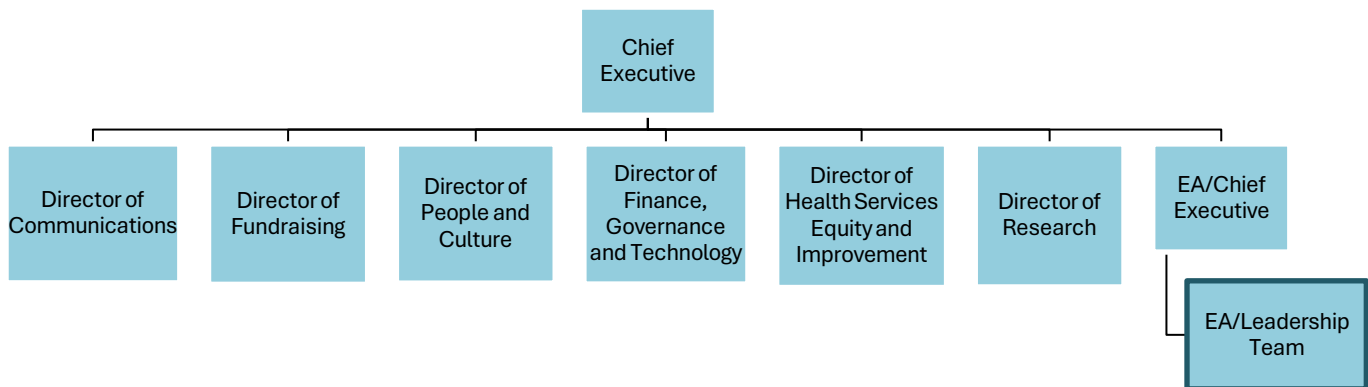
- Executive Assistant experience at a senior level, supporting multiple directors
- A good understanding of basic governance requirements
- Charity experience preferred but not essential
- Excellent verbal and written communication including proven minute taking skill.
- Able to engage clearly and confidently with all stakeholders

- Flexible, agile and able to work both independently with initiative and collaboratively with others
- High level organisation skills - able to plan and prioritise work to manage a busy and varied workload
- Calm under pressure - able to understand the bigger picture and take proactive action or suggest solutions as appropriate
- Strong customer service ethic
- Impeccable confidentiality
- High level of competence with Microsoft Office applications including Outlook, Word, Excel and PowerPoint
- May have some experience with other project management tools e.g. Trello
- Confident in preparing quality PowerPoint presentations / briefings
- Committed to self-development and keeping up with relevant IT
- Actively supports our commitment to equity, diversity, inclusion and allyship

YOUR ROLE: THE NUTS AND BOLTS

- Your line manager:** Executive Assistant to the Chief Executive
- Job level:** 3 - Senior Officer or Executive
- Contract:** Permanent
- Hours:** Full time, 37.5 hours per week. We're happy to consider requests for flexible and part-time working on hiring.
- Location:** Hybrid working – a combination of remote and in-person working at our London Bridge office. Expectation to be in the office 2-3 days a week and we may need you to come in for specific meetings.

WHERE DOES MY ROLE FIT IN THE ORGANISATION?

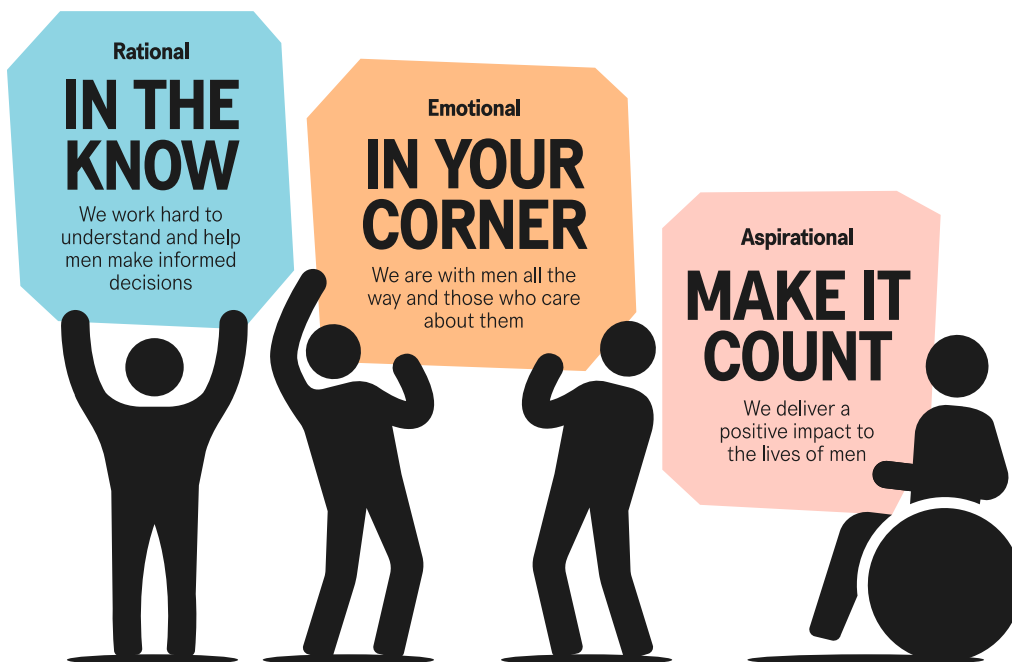


OUR CULTURE

VALUES AND BEHAVIOURS

Our values and behaviours help us make decisions, work together and guide the sorts of conversations we have on a day-to-day basis. They underpin our brand identity and give us a shared understanding of who we are and how we work together to create positive change, every day.

OUR VALUES



OUR BEHAVIOURS

RATIONAL	EMOTIONAL	ASPIRATIONAL
<p>GENEROUS WITH KNOWLEDGE Switched on and well-connected, we share our expertise and make informed decisions.</p>	<p>GOT YOUR BACK Unembarrassed and reassuring, we listen, understand and stand up for those in need.</p>	<p>DO WHAT MATTERS Impossible to ignore, we focus on what matters to drive results and maximise our impact.</p>
<p>NATURALLY CURIOUS Constantly learning and hungry for knowledge, we challenge and push for answers.</p>	<p>OPEN TO ALL Inclusive and open-minded, we recognise everyone is unique and embrace different perspectives.</p>	<p>NEVER SETTLE Fired up and determined to make a difference in everything we do – and driven to give our best.</p>