

Role Title:	Executive Assistant
Department:	CEO (to Board and Leadership Team)
Reports to:	CEO
Cendex Level:	3
Salary:	£38,000 - £42,000 FTE (pro-rata £22,800 – £25,200 for 21 hours per week)
Contract:	21hrs PT Perm, 3 days per week
Location:	London/Hybrid 2 days in office pw

Purpose of the role

Provide high-level, proactive, and values-led executive and governance support to the Trustee Board, its sub-committees, and the Senior and Extended Leadership Teams. This role leads on strategic governance coordination, executive-level meeting management, CEO support, and action tracking. It works alongside the People and Operations Assistant to ensure smooth operational governance processes.

This role acts as a trusted gatekeeper, coordinator, and key point of contact for internal and external stakeholders, ensuring the efficient operation of board and executive-level meetings and strategic projects.

Key Responsibilities

Head office coordination

- Act as the coordinating officer for the Fivefields office, liaising with landlords and building management.
- Communicate key information internally and support room bookings and office functions including Health & Safety.

Board support and strategic governance

- Lead on organising and coordinating Board meetings, Committee meetings, and away days, supporting the effective running of the governance cycle.
- Prepare, distribute and administer Board and Committee packs, agendas, and papers, working closely with the Chair and CEO to ensure timely coordination and circulation of documentation.
- Clerk Board, Committee and other governance meetings, ensuring accurate minutes, action logs and records are produced and distributed in a timely manner.
- Ensure all high-level governance documentation is secured, archived and systematically filed.
- Track actions arising from Board, Committee, Senior Leadership Team (SLT) and Extended Leadership Team (ELT) meetings, ensuring accountability across teams.
- Work alongside the Volunteer Manager, as the subject matter expert for volunteer engagement, to support the induction, onboarding, recognition and ongoing effectiveness of Trustees and Committee members.

SLT and CEO Support

- Manage complex calendars, travel, and logistics for the CEO and senior leaders.
- Provide inbox management and high-level correspondence support.
- Prepare executive-level reports, presentations, and briefing materials.

ELT Support

- Organise ELT meetings, prepare and distribute meeting packs, agendas, and minutes.

- Coordinate executive-level meeting cycles and ensure timely follow-up.

Operational support

- Manage special projects on behalf of the CEO and senior leadership.
- Act as a key point of contact between the Board, SLT, ELT, staff, and external stakeholders.
- Demonstrate strong commitment to the principles of sport for development and a belief in the power of sport to positively impact the lives of young people.
- Uphold the organisation's safeguarding policies and procedures, ensuring the safety and wellbeing of adults, children, young people and vulnerable adults at all times.

Essential skills (ready for day-one)

- Experience and governance support - experience providing executive or senior administrative support in a complex organisational environment, with the ability to coordinate senior-level meetings, stakeholders and governance activity.
- Discretion and confidentiality - proven ability to handle highly confidential and sensitive information with discretion, professionalism and integrity.
- Organisation and prioritisation - strong organisational skills with the ability to manage multiple priorities, deadlines and competing demands in a fast-paced environment.
- Communication - excellent written and verbal communication skills, with the ability to engage confidently with senior stakeholders and produce high-quality correspondence and meeting documentation.
- Technology and digital capability – proficient in Microsoft 365 applications, including Outlook, Teams, SharePoint, Word and PowerPoint, with confidence using AI-enabled and digital productivity tools to improve efficiency, manage information, support meeting preparation and enhance ways of working.
- Decision-making and teamwork - able to work independently, exercise sound judgement and build effective working relationships with colleagues and stakeholders across the organisation.

Desirable skills (can be learned on the job)

- Board and Trustee Governance experience - experience supporting Boards, Trustees, Committees or senior governance forums.
- Health and Safety - awareness of general workplace health and safety requirements within an office environment. Training will be provided.

Responsibilities not held by his role

- Responsibility for governance compliance, statutory filings, regulatory reporting, or company secretarial functions.
- Authority to make strategic or operational decisions on behalf of the CEO, Board, SLT or ELT.
- Responsibility for line management, HR processes, finance administration, or leadership of operational functions.

Lord's Taveners is committed to equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination. Our workforce should be truly representative of all sections of society and the communities we serve.

Each employee should feel respected and able to give their best.

Our values: We Include, We Inspire and We Empower drive everything we do.