

Executive Assistant – 0.8 FTE

Leukaemia UK – Our Charity

We are a 'small but mighty' charity with one big ambition: to stop leukaemia devastating lives. Over the next 10 years we want to help save and improve the lives of more people with leukaemia through finding and funding life-changing research.

Despite progress in recent decades, someone in the UK is diagnosed with a blood cancer every **16 minutes** and survival rates are among some of the worst of any cancer. And the physical and psychological impact can be lifelong.

Our current strategy outlines our plan to increase our investment into ground-breaking world class research and policy development focused on improving access to kinder, more effective diagnosis, treatment and care for leukaemia and other blood cancers. To do this, we are embarking on a period of significant growth, investing strategically to grow our income, profile, influence, and engagement and impact.

As we begin the fourth year of this ambitious 5-year strategy, we are looking for a super organised and proactive Executive Assistant, with a passion for our cause, to support our Chief Executive Officer.

Team

We are a close-knit team, who are all passionate about Leukaemia UK and putting those affected by the disease at the heart of everything we do. We are all focused on "keeping it real" with pragmatic, practical solutions, as well as ensuring that our charity gets the funding it needs to continue to help those diagnosed with leukaemia and other blood cancers.

From us you can expect fun and creativity, as well as great challenge and support. We may not be about the corporate life here, but we are all about delivering exceptional expertise and making a real change to people's lives.

Leukaemia UK and You

Reporting to the Chief Executive, the Executive Assistant will be responsible for the smooth running of the Chief Executive's office. You'll ensure our CEO is prepared and has everything they need to undertake their role on a daily basis. You'll ensure the smooth running of SLT meetings and work alongside our Governance and Operations Manager to support board meetings. As well as administrative support to the CEO you will provide administrative support to the Director of Finance and Resources, and the wider SLT as needed.

We're looking for someone who's committed to contributing to the impact that our CEO has on our charity by working as part of a small team to enable them in their role. You'll be confident and comfortable working autonomously when needed with the ability to make decisions in a fast-paced environment with conflicting priorities and pushing back when required. You'll be skilled at building relationships across all levels and be a natural team player. Strong attention to detail, excellent planning, organisational and communication skills are key. You'll consistently embody our values of being curious, collaborative and bold!

If, once you've read the pack, you feel you have the passion for our work and the right mix of skills, energy, and flair to embrace this broad and challenging role and enable our strategy to fly, then we would love you to apply.

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What we are looking for in this role:

Essential Experience

- ✓ Experience working in a Chief Executive's office – providing diary management and administrative support as well as coordinating meetings at a senior level.
- ✓ Experience working with a senior management team and Trustees
- ✓ Experience of dealing with and managing confidential and sensitive information.

Desirable Experience

- ✓ Experience working in a charity or public sector organisation

Skills and Abilities

- ✓ Highly proficient in all microsoft365 software in particular word, excel, powerpoint and curious to test and adopt new technology to continuously evolve and improve systems and processes.
- ✓ Excellent and wide-ranging administrative, planning and organising skills, with the ability to manage and take responsibility for own workload within agreed priorities and deadlines
- ✓ Ability to work efficiently and accurately with high level of attention to detail
- ✓ Ability to use own initiative, remain calm under pressure and work to tight and changing deadlines
- ✓ Proven problem solving skills
- ✓ Excellent interpersonal skills and ability to work effectively as part of a team
- ✓ Excellent communication skills, both written and verbal
- ✓ Ability to work with information of a sensitive nature, maintain confidentiality at all times

Overview

This document sets out to define the specific roles and responsibilities for the above role within Leukaemia UK. The roles and responsibilities defined within this document should be read in conjunction with the contract of employment for the person defined within this role. The particulars in this document do not affect the Terms and Conditions of Employment.

| Item | Description |
|------------------------------|---|
| Department | Chief Executive's Office |
| Reports to | Chief Executive Officer |
| Hours | 30 hours per week (0.8 FTE) worked over 5 days, Monday to Friday, ideally with a 9am start time. |
| Location & Office Attendance | Our offices are based in Central London and we operate hybrid working. The Executive Assistant is required in the office minimum of 1 day per week, aligned to the CEO's office days. |
| Salary Range | £32,000 - £36,000 FTE (pro-rata for part time) dependent on experience |
| Job Purpose | To manage the smooth and efficient running of the Chief Executive's office, providing an efficient, confidential secretarial and administrative support service, including diary management to the CEO. |

Responsibilities

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Management of the Chief Executive's office

- Manage the CEO's diary working with the internal team and external stakeholders, making sure all arrangements are considered with foresight, in a time-realistic fashion and kept track of effectively.
- Ensure the Chief Executive is prepared for and fully briefed ahead of their commitments, including horizon scanning for upcoming commitments.
- Monitor and manage the CEO's inbox and correspondence, sending and responding to emails on behalf of the CEO as appropriate.
- Organise travel arrangements for the CEO and SLT.
- Manage post for the CEO and Dir F&R, including being on the rota to pick up mail from the PO Box.
- Manage the organisation of SLT meetings, away days etc including forward planning, preparing agendas, uploading papers, attendees, to align with the governance cycle of reporting, Board sub-committee and Board meetings.
- Coordinate the monthly "All-Staff Meetings", away days etc including agreeing dates and sending meeting requests, circulating slides for completion, and overseeing logistics on the day.
- Taking of accurate minutes and updating of action logs.
- Support the Director of Communications and CEO with the organisation and delivery of internal communications.
- Arrange venues and catering for external meetings as required.
- Provide admin support to CEO, Dir F&R and Operations and Governance Manager, on key projects and day to day, as and when required.
- Any other tasks as required by CEO and Dir F&R

Senior Leadership team

- Provide day to day admin support to the Director of Finance & Resources and support on key projects as and when required.
- Provide adhoc admin support to the wider SLT as required.

Governance

- Work alongside the Governance and Operations Manager to support the delivery of meetings of the Board of Trustees and the four sub-committees, including circulation of meeting papers. This may at times include the taking of accurate minutes and updating of action logs.
- Act as the point of contact for Trustees as needed.

General Responsibilities

- Focus on professional development by identifying and undertaking training to develop relevant knowledge and skills.
- Actively promote the core values of Leukaemia UK whilst working towards achieving the strategic objectives of the charity.
- Represent Leukaemia UK in relevant charity sector initiatives and ensure that the charity continues to learn from and share information with internal and external stakeholders as appropriate.
- Promote equality of opportunity, diversity, and inclusiveness to ensure that the delivery of people management, policies, and systems through all aspects of the charity are fair, transparent and consistent, without prejudice or discrimination to any internal and external stakeholder.
- Carry out any other tasks deemed appropriate by Leukaemia UK