



Working here

Executive Assistant to the CEO, Chair and Director of Fundraising

I am integral to ensuring that the CEO, Chair and Director of Fundraising can undertake their roles efficiently and effectively by providing high-caliber, proactive administrative and operational support. I act as the key liaison between them and internal/external stakeholders, managing sensitive, confidential information. I also support other ad hoc financial, HR, project and events work as required.

What I do

- Manage the diary schedule for the CEO, Chair and Director of Fundraising (FR), planning to ensure that effective use is made of their time reflecting travel and working arrangements are seamless.
- Line manage the EA resource to the Leadership Team to ensure an excellent standard of co-ordination, prioritisation and efficiency of Directors time.
- Liaise with internal and external stakeholders on behalf of the CEO, Chair and Director of FR as appropriate, ensuring all interactions are of a professional standard.
- Ensure the CEO is fully prepared for meetings including creating briefing documents, agendas, action summaries and other papers circulating these to internal/external stakeholders as necessary.
- Lead the future planning of the leadership meeting schedule, coordinating agendas, organising the timely submission of papers, taking minutes and actions points and circulating these.
- Work across the leadership and senior team ensuring all activity required by the CEO is followed up and regular updates are provided.
- Provide initial scrutiny of papers and submissions made to the CEO, identifying critical issues for urgent attention and decision, proactively discussing key issues with internal stakeholders for their advice as appropriate.
- Liaise with the Governance Lead on board activity and priorities relevant to the CEO and Chair regarding coordination of Boards and Committees.
- Manage the charity stakeholder map in collaboration with key internal teams ensuring appropriate and managed contact with all priority stakeholders.
- Proactively Manage CEO social media presence working with the Communications team.
- Represent the CEO providing executive input, management and support on projects/ steering groups where they are unable to attend.
- Ad hoc support to the Leadership team as cover for the EA to the Leadership Team.

Who I am

- I have extensive experience of senior executive team / CEO organisation and administration in a small to mid-sized organisation.
- I have a calm and professional approach to work, working independently and collaboratively as required with a solution focused mindset.
- I plan and prioritise a busy and varied workload and thriving in a busy environment.
- I have outstanding organisational, problem solving and project management skills.
- I have excellent written and verbal communication skills effectively engaging and coordinating a variety of different stakeholder groups.
- I can connect information together to inform decision making and support the development of strategic plans.
- I am thorough and detailed in the work I do, diligently, proactively following up on actions.
- I have experience of formal minute taking and action follow up.
- I have an understanding of discretion in relation to sensitive issues.
- I have excellent IT skills, including ability to use full range of Microsoft Office applications.

How I work

Demonstrating our Working Principles

Our working principles are tools we use to guide our language, decisions and internal relationships on a day-to-day basis. They underpin our brand identity and give us a shared understanding of the way we should all work together.

Direct & Conversational

- State your case – but drop the jargon
- Be clear about expectations
- Build honest relationships with current donors and internal stakeholders
- Speak to the person you need to
- Invite dialogue
- Listen

Bold & Energetic

- Get everyone excited about supporting Prostate Cancer UK
- Never give up - find a way through challenges and barriers
- Be creative and innovative to find new opportunities
- Be target driven
- Stay focused

Responsive & Supportive

- Understand the evidence and know what's important
- Be solution focused when a potential problem is identified.
- Deliver on time
- Champion cross function teamwork – break down barriers
- Be open to alternative views, ideas and options

Honest & Unembarrassed

- Be confident to state your case
- Learn from failure and share lessons/feedback
- Know when to refer/take advice
- Have the difficult conversations
- Celebrate successes

Flexible & collaborative

- Partner with others for greater success, share what you know
- Share expertise and support colleagues/ teams with challenges

How I work

The practical nuts and bolts

I report to: CEO

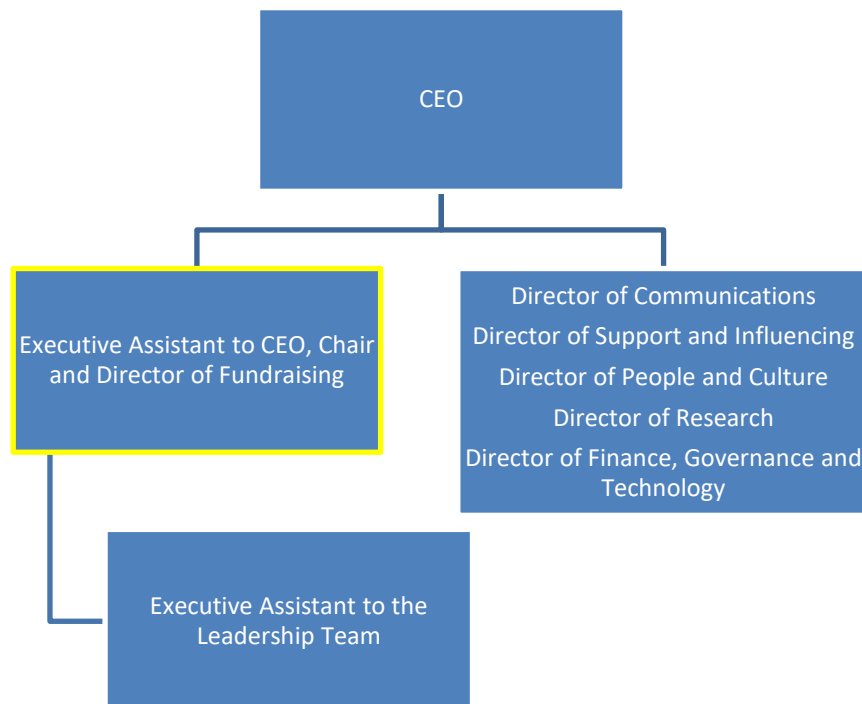
Contract: Permanent

Hours: Full time; 37.5 hours per week some ad-hoc weekends and evenings will be required

Budget: Not a budget holder

Location: Hybrid working with flexibility to reflect the CEO's working schedule with a minimum of two days a week in our London Bridge Office. Some travel around the UK will be required

Team Structure



How to Apply

To complete your application, you will be asked to upload your CV and complete the supporting information section through our application portal. Please fill in parts one and two of our application for your personal statement, both have an 8000-character limit. You may wish to use a method such as the '[STAR](#)' technique or similar. When completing the statements please ensure you clearly provide a full and relevant example of how the criteria apply.

Part one:

Please address the core/essential 'who I am' skills, experience and competencies required using real examples where possible and tell us in what ways you are a good match for the role.

This provides you with a great opportunity to showcase your knowledge, skills and experiences with the most important aspects of this role which will be used in reviewing and shortlisting applications:

- *I have extensive experience of senior executive team / CEO organisation and administration in a small to mid-sized organisation; acting collaboratively and professionally across other support functions to positively get results.*
- *I have outstanding organisational, problem solving and project management skills. with a solution focused mindset.*
- *I can connect information together to inform decision making and support the development of strategic plans.*
- *I have an understanding of discretion in relation to sensitive issues.*
- *I plan and prioritise a busy and varied workload and thriving in a busy environment.*

Part two:

Please provide us with any further supporting information that you feel will benefit your application.

You may want to reference the 'how I work' and 'what I do' sections.

This provides you with a great opportunity to further support your application, showcase your understanding of the role and how you feel you will be able to contribute to the success of Prostate Cancer UK.

Apply via our [jobs page](#). If you require any adjustments or assistance, please email hr@prostatecanceruk.org

We look forward to receiving your application!