

Job Title:	Executive & Governance Assistant (to the CEO)
Salary:	£34,000-£38,000 per annum, dependant on experience
Hours:	Full time, 35 hours per week
Reporting into:	CEO
Location:	Centre 404, Camden Road, Islington, London N7

Purpose of the Role

Centre 404 is entering its most ambitious period yet, with a new 2027–2030 strategy about to launch — and this role is central to keeping the CEO's priorities on track, managing time and workload, coordinating follow-through across teams, and making sure nothing falls through the cracks. You'll manage the CEO's diary and correspondence, and make sure the Board of Trustees and its committees are properly served, because governance done well is what lets us progress.

Beyond that, you'll support the Executive Leadership Team, help maintain relationships with key funders, and bring the CEO's voice to how we communicate as an organisation. It's a role with genuine variety and responsibility, right at the centre of how Centre 404 runs.

Role Responsibilities

Executive Support to the CEO	Manage the CEO's diary, schedule, travel, and correspondence, exercising judgement to prioritise competing demands and protect time for the CEO's key priorities. Act as the CEO's primary point of contact for internal and external stakeholders, exercising judgement and discretion to manage sensitive relationships and represent the CEO's priorities appropriately. Draft high-quality communications, letters, presentations, and reports on behalf of the CEO ensuring they accurately reflect the CEO's priorities and voice. Keep the CEO's strategic priorities on track by monitoring progress against key actions, proactively flagging risks and delays, and ensuring timely follow-through across teams. Coordinate CEO-led projects end-to-end, managing stakeholder engagement and delivery tracking to ensure milestones are met. Coordinate the CEO's meetings with ELT for performance reviews, appraisals, and key organisational milestones, ensuring effective preparation and follow-up. Proactively use digital and AI tools to streamline the CEO's workload — including summarising documents, scheduling, transcription, and data insights — freeing up capacity for strategic priorities. Support the CEO in maintaining relationships with key funders, working closely with the Fundraising Manager, including preparation for funder meetings.
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	Work with the Communications team to develop content in the CEO's voice for internal and external audiences (e.g. staff updates, sector comment, social media).
Governance and Board Support	Ensure the Board of Trustees and its sub-committees are effectively serviced, from papers and logistics through to accurate, timely minutes that support good governance and sound decision-making. Support the planning and delivery of the AGM, Trustee training, and other governance events. Maintain accurate trustee records, including declarations of interest and training logs, and support the administrative updates needed to keep Companies House and Charity Commission trustee details current (e.g. new trustee appointments) — not the filing of statutory accounts or annual returns. Support trustee recruitment, onboarding and induction, and coordinate skills audits and governance evaluations. Act as a trusted point of contact for Trustees, exercising judgement in handling sensitive governance matters and ensuring timely, well-organised communications.
Executive Support to the Executive Leadership Team	Provide executive support to the Executive Leadership Team (ELT), ensuring effective coordination of meetings, actions, and communication. Attend and take minutes at ELT meetings, track follow-up actions, and circulate key documents. Support ELT members with administrative tasks including report collation, project coordination, and preparation for key meetings and events.
Trustee and ELT SharePoint Support	Lead the day-to-day administration of the Trustee and ELT SharePoint sites, ensuring they are up-to-date, well-structured, and accessible to trustees and ELT members. Work with trustees and ELT to maintain key documents, improve content organisation, and promote effective collaboration on these sites. Identify opportunities to enhance digital communication and knowledge sharing for trustees and ELT using SharePoint and Microsoft 365 tools.
Wider Organisational and Administrative Support	Support central administrative tasks such as archiving, record-keeping, data protection compliance, and regulatory filings. Contribute to the planning and delivery of events including the AGM, celebrations, and away days. Provide administrative support for fundraising events and campaigns as needed, working closely with the Fundraising Manager. Assist with timely, professional correspondence to supporters and donors as required.

Person Specification

Essential	Significant experience in a PA, EA, or high-level administrative role, supporting senior leadership and Boards. Excellent organisation and time management skills, with the ability to multitask and manage competing demands. High-quality written communication skills, excellent attention to detail, with experience drafting formal minutes and professional correspondence. Significant experience using Microsoft 365 suite, including Outlook, Word, PowerPoint, Teams, Excel, and SharePoint. Demonstrated experience in using AI tools and digital systems to improve workflow and productivity. Understanding of the importance of confidentiality, data protection, and professional boundaries. Experience coordinating or supporting governance processes, including Board meetings and regulatory filings. Confidence in engaging with external stakeholders, including funders, donors, and supporters.
Desirable	Knowledge of the charity sector, Companies House, and Charity Commission requirements. Experience managing or administering document management systems (e.g., SharePoint). Familiarity with AI tools such as transcription software, meeting summarisers, and content assistants (e.g., Microsoft Copilot, ChatGPT). Experience organising or contributing to internal events and working groups. Knowledge or experience of working with trustees and volunteers in a charity setting. Experience supporting fundraising or communications activity (e.g. drafting content, assisting with donor correspondence).

Additional Information

- Some meetings and events will take place in the evenings or on weekends, particularly Board and sub-committee meetings — time off in lieu will be provided.
- This role profile is not exhaustive; the postholder may be asked to undertake other reasonable duties in line with the scope of the role.

Centre 404 is committed to safeguarding and promoting the welfare of vulnerable individuals, and we are looking to recruit people who share these values.