

Job description: Senior Leadership Executive Assistant

Duration: Permanent contract. Full-time; 37.5 hours per week

Salary: £32,228 – £37,982 dependent on experience

Location: London office based, with hybrid working expected

Reporting to: EA to CEO and Board Secretary

Department: CEO Office – but the position supports the Director of Network Delivery and the Director of Income Generation and Strategic Communications.

Key working relationships: Director of Network Delivery and team, Director of Income Generation and Strategic Communications and team, EA to the CEO, wider senior leadership team, other support staff.

Purpose of the job

We are looking for a passionate and experienced Assistant to support two of our fantastic directors who have not had in-house support before.

The position will be split 50/50 between the Director of External Relations and Income Generation, and the Director of Network Delivery. Each director will require a different level of support, and they will work the post holder to devise what best suits their individual needs.

The ideal candidate will be highly organised, proactive, and possess excellent communication skills. This role requires a strong ability to manage multiple priorities and a keen attention to detail, ensuring the smooth functioning of daily activities and long-term projects.

Why work at UK Youth?

UK Youth is a leading charity that exists to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. We have influence as a sector-supporting infrastructure body, a direct delivery partner and a campaigner for social change. As outlined in our 2025 #unlockingyouthwork strategy, we believe youth work is a catalyst for change that young people need now more than ever. We play a unique role in addressing; the lack of investment into the youth sector, the lack of cross-sector understanding of how youth work makes a difference and the limited opportunities to embed effective solutions.

We are building a movement of change; galvanising likeminded individuals, organisations, government, and businesses from all sectors, to work together and deliver system change for all young people. Together we will create a society that understands, champions, and delivers effective youth work for all.

Key responsibilities

- Provide high-level administrative support to the Director of Network Delivery and Director

of Income Generation and Strategic Communications, including managing calendars, scheduling meetings, coordinating travel arrangements, and managing the departmental credit card expenses and reporting.

- Provide email inbox management support to the Director of Network Delivery.
- Serve as the primary point of contact between executives and internal/external stakeholders.
- Prepare, review, and edit documents, reports, and presentations for meetings and events.
- Organise and maintain electronic and physical filing systems, ensuring data accuracy and confidentiality.
- Coordinate team meetings, including preparing agendas, taking minutes, and following up on action items.
- Handle sensitive information with discretion and maintain confidentiality at all times.
- Perform other duties as assigned to support the CEO Office, executive team and the strategic goals of the charity.

Other areas of responsibility

- Both Directors lead very externally facing departments, and as such there may be times when the EA may be asked to assist in the planning and execution of organisational events, including fundraisers, and community outreach activities.

Core Competencies: behaviours and expectations

All staff at UK Youth will demonstrate their commitment to our mission to ensure all young people are equipped to thrive and empowered to contribute at every stage of their lives. They will also be able to fulfil the below expectations and behaviours:

- Be committed to safeguarding principles, and be willing to put the welfare of children and young people at the forefront of your work
- An understanding and belief in the inclusion of all staff, partners and young people irrespective of race, gender, sexuality, age, religion, ability, identity, and experience
- Actively promotes and embeds understanding of equity, diversity and an inclusive culture
- Able to take personal accountability for key work areas and understand individual accountabilities within work areas back to inform planning and decision making
- Able to identify cause and effect relationships and take a solution focussed approach
- Able to be solution focussed in their thinking and approach.
- Undertake any other duties and reasonable requests that are in keeping with the nature of this post.

Person specification:

Experience

- Proven experience in an Executive Assistant/administrative role, or similar.
- Exceptional prioritisation and time management skills with a strong attention to detail.
- Ability to work independently and as part of a team in a fast-paced environment.
- Demonstratable experience of managing multiple tasks within tight timescales in a calm and professional manner.

Knowledge, skills and understanding

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with project management software.
- Excellent written and verbal communication skills.
- Strong problem-solving skills and the ability to anticipate needs and take initiative.
- Previous experience working for a social enterprise or charitable organisation
- Knowledge and understanding of charitable governance/reporting cycles would be ideal, but not essential.

Personal qualities

- **Adaptability:** this post holder would ideally be able to quickly adjust to the new environment, processes, and teams.
- **Relationship building:** this post holder will need to embed and build relationships fast.

This post is subject to receipt of two satisfactory references, an enhanced DBS check and Right to work in the UK. Please note, this job description is subject to change. With any significant change, we will ensure this is discussed with you before any final approvals and or commitments. This job description does not form part of your contract of employment. You may be required by the organisation to undertake any duties within your skills and capabilities, which the organisation reasonably considers necessary to meet business needs.

As part of the recruitment process UK Youth will be gathering and uses certain information about you. For further information regarding this please review our [Data Protection Privacy Notice](#) which explains what data of yours we process and how we use it.