



Marie Curie Job Description

Job title:	Project Co-ordinator, CEO Office
Department:	CEO Office
Location:	London Office, One Embassy Gardens, SW11 7BW Hybrid minimum 3 days a week in the office
Reports to:	Head of CEO Office
Accountable to:	Chief Executive Officer
Grade:	D

Job Purpose/Summary

- Act as a trusted and highly effective partner to the Head of the CEO Office, taking ownership of the proactive coordination and delivery of executive support for the CEO, COO and Chairman. Ensure administrative operations are managed efficiently, accurately and with minimal supervision, enabling the Executive team to focus on strategic priorities.
- Independently manage and coordinate complex diaries, meetings and executive commitments on behalf of the Head of the CEO Office, anticipating requirements, identifying potential conflicts, prioritising competing demands and taking appropriate action to ensure seamless business support and delivery.
- Maintain a strong understanding of organisational priorities, governance and key business activities to proactively support decision-making and execution. Build and manage effective relationships with stakeholders at all levels, exercising sound judgement, discretion and absolute confidentiality while acting as a credible and professional representative of the Executive Office.

Key Relationships (internal)

- Chief Executive Officer
- Chief Operating Officer
- Chairman
- Trustees
- COO Directorate Transformation Director
- Company Secretariat

Key relationships (external)

- Stakeholder organisations (Charities, NHS, Government departments)

Accountabilities (Duties & Responsibilities)

- As part of the CEO Office support the Head of the CEO Office as required, for example, creation of spreadsheets, coordination of meetings, diary

management, dealing with sensitive information and provide a full secretarial support service producing correspondence, reports, minutes, presentations and other documents.

- Management of senior leaders Outlook calendars and if appropriate inboxes, prioritising emails and responding where appropriate and flagging urgent matters immediately.
- Communicate effectively and confidentially with internal and external contacts at all levels and from a wide range of sectors.
- Management of sensitive information including producing minutes, as required and follow up correspondence as directed.
- Provide full administrative support as directed which may include photocopying, proofreading, printing, scanning, filing and collation of documents.
- Develop and maintain systems to ensure efficient management of information held in primarily electronic systems and latterly manual filing systems.
- Work in collaboration with other Executive Assistants in the CEO Office and Executive Leadership Team.

Meetings/Events

- Organise meetings, booking rooms/venues and arrange end to end travel arrangements as required
- Assist with ELT and Board of Trustee meetings in the London office as required.
- Provide support to the COO Directorate Transformation Director with the Senior Leadership team engagement programme including supporting logistics with virtual and in person meetings, arranging quarterly service visits.
- Organise travel and/or accommodation as required.
- Provide logistic meeting support to cross-COO Directorate management meetings and place performance dialogues.
- Be available for meetings in the event minute or note taking is required where confidential information may be discussed.

Communication

- Provide support, information and assistance to telephone callers, visitors and colleagues.
- Maintain good working relationships and effective communication within the Marie Curie organisation.
- Liaise with other Marie Curie departments and employees, external parties as relevant in a sensitive and professional manner.
- Keep Senior Leadership team distribution list updated.
- To communicate and liaise effectively and confidentially with internal and external contacts at all levels and from a wide range of sectors on the behalf of the Head of the CEO Office, CEO and COO.

Resources

- Use administrative and charity resources wisely and in line with sustainability principles.
- Support the Head of the CEO Office with procurement and invoice management for a range of services.
- Comply with Marie Curie policies and guidelines as are available and introduced from time to time.

Personal and Team development

- Participate in annual appraisal and identify appropriate areas for development learning. Support newly appointed colleagues as required.
- Deputise for the Head of the CEO Office when required such as annual leave.

General

In addition to the specific duties and responsibilities outlined in this job description, all Marie Curie employees should be aware of their specific responsibilities towards the following:

- Marie Curie is committed to encouraging volunteering throughout the organisation and as such the post holder will be expected to support and respect volunteers and may be asked to work alongside or supervise a volunteer as part of their role whilst working at Marie Curie.
- Marie Curie operates a no-smoking policy. The post holder should either be a non-smoker or be prepared not to smoke in any Charity premises, grounds, or vehicles or when on Marie Curie business outside the office.
- Adhere to all health and safety and fire regulations and to co-operate with the Charity in maintaining good standards of health and safety.
- Adhere to all information governance, privacy and security policies, standards, guidelines, and procedures; practise and promote secure behaviours.
- Always adhere to all Marie Curie policies and procedures.
- Actively promote and support the safeguarding of vulnerable adults, young people, and children, observing and adhering to Marie Curie policies on safeguarding
- Uphold ethical and professional standards and not behave in a manner that is likely to bring the Charity into disrepute.
- Promote and sustain a responsible attitude towards equal opportunities and diversity within the Charity.
- Demonstrate a commitment to ongoing registration requirements or any national professional or occupational standards associated with the role.
- Demonstrate a commitment to ongoing learning and development and to participate in any training relevant to the role.
- For designated roles, the post holder will be responsible for health & safety, information governance, business continuity planning and/or risk management. (These responsibilities will be notified on appointment).

This job description is not exhaustive. It merely acts as a guide and may be amended to meet the changing requirements of the charity at any time after discussion with the post holder.



Marie Curie Person Specification

Job title: CEO Office Team Assistant

Criteria	Essential	Desirable	How assessed
Skills / Abilities	Ability to build strong internal and external relationships to maximise impact. Adept at identifying and managing issues and risks. Strong problem-solving skills. Excellent communication skills, confident in dealing with people at all levels whilst demonstrating professionalism and diplomacy. Ability to demonstrate confidentiality and discretion Ability to maintain office systems and proficient with the full Microsoft Office suite – including complex diary management. A strong customer focus with good interpersonal and verbal and written communication skills. Able to appropriately manage own workloads to meet targets and timescales.		On CV At Interview
Knowledge	Knowledge of general office systems such as 'bring forward' diarising, filing etc.		On CV At Interview
Experience	Previous experience providing administrative, secretarial, Personal Assistant (PA) or Executive Assistant (EA) support in a complex environment.	Previous experience of working within a charity or not for profit environment	On CV At Interview

	Experience of diary management, meeting coordination and scheduling for senior stakeholders. Experience managing confidential and sensitive information with discretion and professionalism. Experience producing professional correspondence, reports, presentations, meeting papers and minutes. Experience liaising with internal and external stakeholders at all levels, including senior leaders. Experience prioritising competing demands and managing multiple tasks to meet deadlines. Strong knowledge using Microsoft Office applications, including Outlook, Word, Excel, PowerPoint and Teams. Experience organising meetings, events, travel and accommodation arrangements		
Other requirements	Ability to react proactively to constantly changing work priorities Ability to occasionally travel within the UK. Willingness to work occasional unsocial hours.		On CV At Interview

Marie Curie recognises the provisions within the Equality Act 2010, reasonable adjustments to these criteria will be considered where appropriate.