



Inspire | Inclusive | Innovative | Open & honest

Personal Assistant to CEO

(12 month Fixed Term Contract)

Recruitment Pack



Our **mission** is to inspire inclusive business growth, contributing to economic prosperity

Who we are

CEME was established in 2003 as a registered charity with the objective of contributing to the regeneration of the Thames Gateway region, creating prosperity and jobs for people in the community.

Over 20 years, the organisation has morphed into a well-respected business campus providing premium quality flexible workspace, workshops and events space for training, conferences, and private hire.

CEME remains a registered charity aspiring to make a difference to people's lives for the better. We have now recast our strategic priorities for the next five years.



Aspiring to **improve economic prosperity** within our region.

www.ceme.co.uk

Mission, Vision & Value



Mission

Our **mission** is to inspire inclusive business growth, contributing to economic prosperity

Vision

Our **vision** is a world where engineering, technology, design and manufacturing businesses improve life and wellbeing.

Value

Our **values** define how we work and what we do:

- **Inspire** people to achieve more through learning fast
- Being **inclusive**, involving everyone regardless of who they are
- We are **innovative**, exploring new thinking that will change the world and how we live
- Being **open and honest**, displaying the highest levels of Integrity in all that we do

EDI Statement

CEME embraces diversity, inclusivity and equality and seeks to promote the benefits of this in all of our business activities. We operate a business culture that reflects this belief. We seek to ensure that our processes yield as diverse a candidate base as possible and we strive to support our clients in meeting their own diversity targets.

We are committed to promoting diversity for all applicants and candidates. We review on an on-going basis all aspects of recruitment to avoid unlawful or undesirable discrimination. We will treat everyone equally irrespective of sex, sexual orientation, gender reassignment, marital or civil partnership status, age, disability, colour, race, nationality, ethnic or national origin, religion or belief, political beliefs or membership or non-membership of a Trade Union or spent convictions.

Strategic Priorities 2023 - 2028

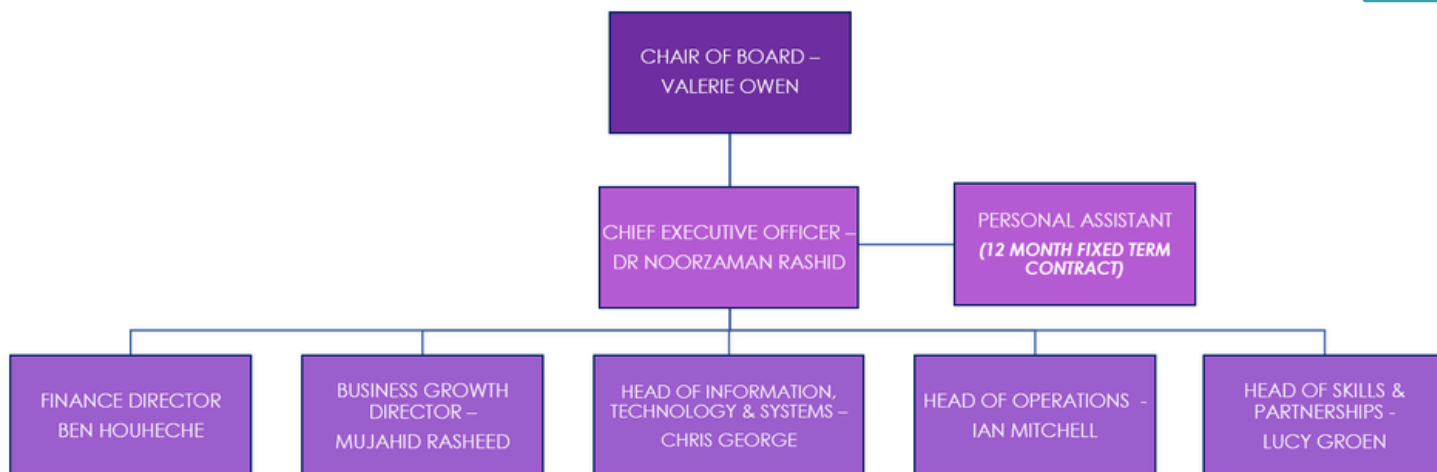


Click on link for for info: <https://readymag.com/ceme/2022-2028/>

OBJECTIVE 1	To be a catalyst for economic regeneration
OBJECTIVE 2	To be an accelerator for Greentech
OBJECTIVE 3	To champion inclusive business growth
OBJECTIVE 4	Future organisation development
OBJECTIVE 5	Improving our brand presence
OBJECTIVE 6	We aim to create a more inspiring environment at CEME 1
OBJECTIVE 7	Increasing income generation and sales



ORGANISATION STRUCTURE



USEFUL INFORMATION

- **Link to CEME website:**
<https://www.ceme.co.uk/>
- **Overview of CEME:**
<https://ceme.co.uk/about-ceme/>
- **Link to CEME Strategy:**
<https://readymag.com/ceme/2022-2028/>
- **Link to Gateway to Skills:**
<https://ceme.co.uk/skills-development/gateway-to-skills/>
- **Link to LinkedIn Page:**
<https://uk.linkedin.com/company/cemelondon>
- **Link to CEME Annual Report:**
<https://CEME%20Annual%20Report%202022.pdf>
- **Link to Hydrogen Route Map:**
<https://thamesestuary.org.uk/wp-content/uploads/2021/10/Thames-Estuary-Hydrogen-Route-Map-V1-Final.pdf>



Benefits @ CEME

- 25 Days Annual Leave plus Bank Holiday
- Aviva Pension Scheme ; 6.5% employer contribution and 1.5% employee contribution
- Westfield Healthcare
- £250 contribution towards learning and development
- Volunteer Days; 4x paid days per year to volunteer
- Birthday Off
- Duvet Day; 1x day off per year
- Complimentary Coffee
- 4pm Friday Finish
- Flexible Working
- Up to 3x social events
- December Holiday; gifted 3x days off between Xmas and New Year



Our **vision** is a world where engineering, technology, design, and manufacturing businesses improve life and wellbeing

Job Description



1. JOB PURPOSE

- To provide high level confidential support on all aspects of administration and management of specific projects.
- To provide proactive support by anticipating needs and planning priorities
- Following up actions and monitoring progress on behalf of the CEO
- Create positive relationships with staff in stakeholder organisations

2. PRINCIPLE ACCOUNTABILITIES

2.1 Administration and Correspondence

- Responsible for preparing all emails, letters and other communication ensuring consistency and appropriate level of standards in communication is maintained.
- To monitor all incoming emails and correspondence and proactively respond where appropriate or highlight to the CEO any correspondence of an urgent nature.
- Prepare presentation and briefings using PowerPoint.
- To monitor the CEO's email inbox providing holding emails or responses as required and highlighting any urgent, personal or sensitive email.
- Liaise with the Company Secretary to help coordinate production of board packs for CEME Board meetings.
- Attend daily updates with the Chief Executive, plan and prioritise urgent activities.
- Responsible for maintaining all filing and confidential shredding.

2.3 Attendance at meetings/minute taking

- Attend monthly Senior Leadership Team SLT meetings and take a full record of the minutes and provide a draft copy to the CEO within an agreed timeframe and on approval circulate the minutes.
- Follow-up actions and inform CEO of any issues that need to be addressed.
- To attend as required any business meetings or events as requested by the CEO.
- Supporting the SMT on specific projects on top of existing priorities, management of agendas, forward planner and chasing actions

2.4 Diary & Travel Management

- Overall responsibility for the day-to-day management of the CEO's diary ensuring that all meetings are scheduled accurately, meetings are re-confirmed and the CEO updated of any changes ensuring effective time management.
- Organise travel and hotel arrangements for the Chief Executive utilising booking agents and resources as required.
- Providing detailed travel schedules, itineraries, directions and maps as required

2.5 Telephone Enquiries and Visitors

- To ensure that all telephone enquiries are answered promptly and appropriate action taken, updating the CEO on all urgent calls and prioritising messages accurately.
- To be proactive in identifying where calls need to be transferred to other executives or parts of the business ensuring prompt customer service. Professionally meet and greet all external visitors offering appropriate refreshments and providing any support to the visitor as required.
- Manage internal visitors proactively updating the CEO on any meeting changes or delays and ensuring all parties are fully equipped with any meeting documentation as required.



2.6 Daily management of the CEO's Office

- To ensure that the CEO's office is well maintained, refreshed twice daily in respect of removal of crockery following meetings and replenishing of water jugs and glasses.
- Ensure the office is tidy the office prior to any internal or external meetings.
- Purchase and maintain the office tea/coffee/refreshment stocks and liaise with the on-site catering company to arrange any additional meeting refreshments as required.

2.7 Event Co-Ordination

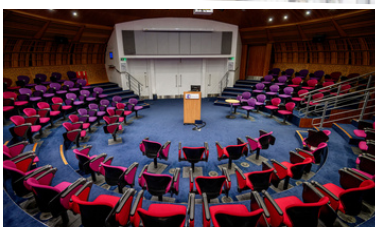
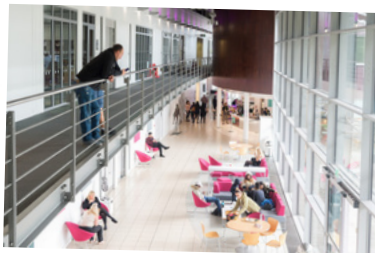
- Providing management and supervisory support to other staff for major events and co-ordinating delivery and execution
- To co-ordinate any events or functions delivered by the CEO's office utilising and liaising with internal and external suppliers as needed.
- To book or arrange any external events or function as required for the CEO including seminars, training sessions or networking groups.
- To book any internal meeting rooms required and arrange in conjunction with C&E any refreshments of AV equipment

2.8 Finance

- To raise any Purchase Orders or New Supplier Forms as required.
- To complete expenses claims for the CEO keeping a track of receipts
- Ensure that urgent documents and contracts that require signatures are dealt with in a timely fashion.
- Arrange for processing of invoices and payments in conjunction with Finance.
- To prepare and submit the CEO's expenses.

2.9 Other

- To support the non-Executive Chairman as required in relation to correspondence, communication, events and company procedures.
- Work with and support the Executive team in respect of administration, planning meetings and tracking deadlines.
- To undertake ad-hoc projects that may include, but are not limited to, marketing, web management and HR.
- To proactively work with the CEO to ensure continuous improvements in the effective management of the CEO's office.
- Forward planning ahead of the year and months to ensure smooth planning of events / meetings etc in advance
- Providing HR support and working alongside HR in particular supporting organisational change through things like the Great Company to work, Staff engagement, creation of Recruitment packs and candidate management



3. KNOWLEDGE & EXPERIENCE

Knowledge and Experience (Knowledge and experience needed for satisfactory performance of the job)	Essential/ Desirable	Measured By
KEY ATTRIBUTES/ BEHAVIOURS:		
The ability to build strong working relationships at a senior level, including with the CEO	E	CV & Interviews, References
Having strong organisational skills and effective planning	E	CV & Interviews, References
Demonstrating an accurate, efficient and maintain good calendar management	E	CV & Interviews, References
The ability to develop a good and honest working relationship with all employees	E	CV & Interviews, References
An awareness of your responsibility and integrity	E	CV & Interviews, References
Ability to deal with sensitive information and communication – telephone manner etc	E	CV & Interviews, References
KNOWLEDGE OF:		
Experience of office management and multi-tasking	D	CV & Interviews, References
Be able to deal with people at all levels and inspire confidence	E	CV & Interviews, References
Highly competent in IT (Word, Excel and PowerPoint)	E	CV & Interviews, References
Qualifications and/or other Essential Certificates	E	CV & Interviews, References
Minute taking at Board Level	E	CV & Interviews, References
Recognised certificate in Microsoft Products	E	CV & Interviews, References
QUALIFICATIONS:		
Educated to A-level or equivalent in English and Maths.	E	CV, References
Evidence of continued professional Development	E	CV, References
EXPERIENCE:		
Have a good experience of working at a senior level – minimum Board Director level PA experience ideally to the CEO	E	CV & Interviews, References
Knowledge and ability to deal with staff issues and ensuring they are dealt with in the best and most effective way	E	CV & Interviews, References
Ability and experience to take minutes of meetings and reflect an accurate record	E	CV & Interviews, References

4. OTHER INFORMATION:

- Reporting to: CEO
- Location: Rainham, Essex
- Hybrid working: Minimum of 3 days in the office
- Salary: £30,000 - £33,000 (dependent on experience)
- Hours: 30hrs per week, 4 days per week

5. HOW TO APPLY

- To apply please provide a supporting statement no longer than 2x A4 pages saying how you meet the selection criteria and your motivation to applying
- Provide the names and contact details of two referees (who will only be contacted if you are offered the job) along with your current salary and notice period

All applications must be sent directly to HR@ceme.co.uk

CLOSING DATE: Friday 28 February 2025

With **Interviews** taking place week commencing **Monday 10 March 2025**

Directions



The CEME Campus is ideally located on the A13, one of the main East London arterial roads, between London City Airport and the M25. Convenient to London and the South East & East of England, CEME is accessible via all forms of transport:

- 15 minutes from Canary Wharf • 15 minutes from London City Airport
 - 10 minutes from the M25
- Easily accessible via overground, underground & bus networks
 - 500 free car parking space

By Train

Rainham Station is served by C2C trains operating between London Fenchurch Street (24 mins) and Southend in Essex (54 mins). Trains depart every 15 minutes during peak travel times

By Bus

Bus 174 operates every 10 minutes from Harold Hill via Romford and terminates at CEME on Marsh Way. Bus 287 operates from Barking to the junction of Marsh Way for CEME and the old A13 (30 mins).

By Underground

The closest Underground station is Dagenham Heathway, served by the District Line (Zone 5), which is only 15 minutes from CEME by bus (Bus 174) or taxi.



By Car Access to CEME is well signed from the A13:

A13 from London. Leave the A13 at the second Dagenham/Hornchurch exit. At the first roundabout take the fourth exit underneath the flyover and then take the exit for Marsh Way at the second roundabout. CEME is the first turning on the left.

A13 from the East. After the M25 junction leave the A13 at the first Dagenham/Hornchurch exit. At the roundabout take the first exit, Marsh Way, and CEME is the first turning on the left



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