

Name:	
Title: Executive Assistant (Maternity Cover)	Department: Executive Support/People and Culture
Reporting to: Director of People and Culture	Grade: 5
<p>Job Purpose:</p> <p>To be proactive, creative, and highly efficient in organising the Chief Executive Officer (CEO), Deputy CEO (DCEO) and wider Leadership Team to effectively manage the Ascentis Group of companies.</p> <p>Job Responsibilities:</p> <ol style="list-style-type: none"> 1. Maintain strict confidentiality at all times and handle sensitive information with discretion. 2. Develop and maintain a strategic level understanding of all aspects of the Group's activities, operations and future plans to be able to prioritise workflow of the CEO and DCEO with thoughtful planning. 3. Proactive diary management and planning for CEO, DCEO and wider Leadership Team liaising with senior stakeholders both internally and externally, as necessary. 4. Organise and schedule meetings with appropriate travel and accommodation including international work and manage expenses for the CEO, DCEO and wider Leadership Team. 5. To support the CEO and DCEO, undertake some personal administration, basic technical support, facilitate the ongoing maintenance of the CEO's company car, provide refreshments for the CEO, and work flexibly including occasional out of hours work according to the needs of the group. 6. Co-ordinate tasks and projects on behalf of the CEO and DCEO, liaising with various departments to ensure timely completion. 7. Act as a primary point of contact for the CEO and DCEO, screening calls as necessary. 8. Organise and maintain confidential files, records and documents in both physical and digital formats. 9. Manage all Boards and Committees including scheduling, preparing agendas, taking accurate minutes, liaising with and managing trustee communications, servicing the meetings with refreshments and providing some technical support. 10. Assist the Company Secretary with ensuring that the group as a whole complies with all company and charity legal and regulatory requirements, liaising with external suppliers as necessary. 11. Draft and edit correspondence, communication and presentations as necessary for the CEO and DCEO. 12. Support the CEO to manage his professional social media presence, drafting posts and communications and managing his accounts where required. 13. Track expenditure against the CEO and DCEO budgets 14. Work with the P&C team to support the organisation of internal communication events and initiatives, including making necessary event arrangements such as accommodation and catering bookings, managing the involvement of internal and external stakeholders and evaluating event outcomes. 15. Support and work with the P&C team when required, undertaking any assigned work or projects under the guidance of the Director of People and Culture. 16. Support the DCEO in managing any communication in response to crisis situations in liaison with the marketing team and any other stakeholders as necessary. 17. Identify and optimise the use of AI, automation and future technologies to support the work of the LT and to assist with manual tasks, such as minute taking and scheduling, wherever appropriate. 18. Undertake ad hoc travel both in the UK and internationally, as required. <p>Success Measures:</p> <ul style="list-style-type: none"> • Workflow prioritisation for the CEO and DCEO is managed efficiently and is appropriately aligned to strategic priorities • Leadership team diaries are managed efficiently and in accordance with individual requirements • All projects and tasks completed on time at the required standard • Produce accurate Board and Committee paperwork, distribute accurately to the deadlines set • Produce accurate and timely minutes • Maintain strict confidentiality in all aspects of work • Maintain compliance with all deadlines and regulatory requirements in supporting the role of the Company Secretary 	

As a member of staff at Ascentis you will be expected to:

- Understand and be committed to the Ascentis Vision
- Work hard and flexibly to achieve your targets and those of the Company and be positive at all times
- Actively support a problem-solving culture within your team by seeking to remove any barriers that stand in the way of achieving our targets
- Work flexibly to meet the needs of our customers
- Implement strategies to achieve continuous improvement in your own performance

The following responsibilities apply to all roles:

- Contribute as required to regulatory compliance and engage with other processes including business continuity, risk management and the internal audit process;
- Contribute to the improvement of customer service;
- Undertake any other responsibilities or tasks that are within the employee's skills and abilities whenever reasonable instructed commensurate to this role.

Status of this Job Description

The above job description is a guide to the work you may be required to undertake but does not form part of your contract of employment and may change from time to time to reflect changing circumstances.

Accountability

Director of People and Culture, Group Deputy CEO and Group CEO

Key Contacts

- Leadership Team members
- People and Culture team
- Heads of Department
- Board Members
- Staff at all levels in Ascentis
- External stakeholders

Key Attributes (E-Essential, D-Desirable, P-Potential)

1. Experience of providing high-level executive support to CEO/Managing Director level (E)
2. Qualified to GCSE level at level 4 (or equivalent) in English and Maths (E)
3. Qualified to, or working towards A Level or equivalent in Business/Administration/Secretarial or other relevant area (D)
4. Ability to manage budgets (E)
5. Experience of supporting Company Secretary administration (D)
6. Ability to handle complex, sensitive and highly detailed information appropriately (E)
7. Commitment to a high standard and delivery of customer service (E)
8. Positive attitude to change, development and quality (E)
9. Exceptional level of attention to detail (E)
10. Ability to multitask and be organised with different projects and work under pressure to deliver (E)
11. Excellent verbal and written communication skills (E)
12. Competent and experienced in the application and operation of all Microsoft packages (E)
13. Ability to achieve agreed targets and to work to deadlines (E)
14. Experience of organising and coordinating internal events (D)
15. Positive attitude towards the use of automation and AI to improve efficiency and minimise manual tasks (E)
16. Willingness to travel on an ad hoc basis within the UK and occasionally internationally (E)

Agreed:

Post Holder _____ Date _____