**Nuffield Foundation: Executive Assistant to the Chief Executive Officer**

**Summary**

Contract: Permanent.

Location: 28 Bedford Square, Central London.

Reports to: CEO

Salary: circa £36,000 to £40,000 per annum according to experience

The Nuffield Foundation is a charitable trust established in 1943 by William Morris, Lord Nuffield, the founder of Morris Motors Ltd. Our aim is to improve social well-being. We do this by:

* funding research and innovation projects in education and social policy; and
* building research capacity in science and social science.

We spend about £11 million on charitable activities each year. Our income comes from the interest on our investments. We do not fundraise or receive funding from government. We are financially and politically independent. We are governed by a board of Trustees who meet four times a year.

**The Role**

This post sits at the heart of the organisation and will provide you with a broad overview and insight into the work of the Foundation. The main purpose of the role is to provide high-level executive support to the Chief Executive of the Foundation and the Board of Trustees. Key areas of work include:

* supporting the Chief Executive in various aspects of his work, including complex diary management, keeping track of and helping prioritising a busy workload and briefing and preparations for internal and external meetings
* providing executive support for Trustees, including setting up and co-ordinating arrangements for any Trustees’ meetings, drafting agendas and taking minutes
* liaison with the Senior Management Group and supporting their work in leading the Foundation, including coordinating work and activities across all departments
* enhancing effective internal communications within the organisation through sharing of information, helping plan staff meetings and regular liaison with all staff
* a full list of responsibilities can be found on the Job Description

Applicants must have experience of working to an advanced level with Microsoft Outlook, Word, Excel and PowerPoint. Excellent writing and verbal communication skills are essential, as is good numeracy and strong interpersonal skills and emotional intelligence. A high level of accuracy and attention to detail, calm and professional manner and a flexible and accommodating approach to work and to colleagues across the organisation are also important. Experience of working as a PA or Executive Assistant at CEO or similar level is essential. Experience of working in a charity is not required but could be helpful.

Applicants should also show a broad interest in the values and objectives of the organisation and be comfortable in dealing with leading figures in academic and public policy fields. You will often be a first point of contact for a variety of people, ranging from senior judges, vice chancellors of universities and parliamentarians to potential grant applicants (mainly academics) as well as for various staff queries, and an ability to handle each of these equally effectively with discretion and sensitivity will be vital.

This is a busy role in a small and friendly workplace which requires an open and pro-active approach. The Foundation has a national reputation for its work and offers good working conditions.

Standard office hours are Monday – Friday, 9.30am – 5.30pm although there is some scope for flexibility regarding exact start and finish times.

To apply, please send your CV together with a covering letter explaining why you are interested in this role and your relevant skills and experience to recruitment@nuffieldfoundation.org to reach us by Sunday 18 June 2017.

|  |
| --- |
| **JOB DESCRIPTION – Executive Assistant** |
| Job title | **Executive Assistant to CEO** | Department | **Central** |
| Job holder |  | Reports to | **Chief Executive Officer** |
| Job type | **Permanent** | Date created/amended | **May 2017** |
| Job aim | To provide executive level assistance to the Chief Executive and Trustees |
| Resources | Budget: overall responsibility for the Foundation budget (approx. £11 million annually) rests with the Chief Executive. (This post plays a support role in monitoring total spend and reporting and investigating significant variance.) |
| **Responsibilities Including but not limited to** |
| ***1. Providing Executive assistance to Chief Executive pf the Foundation, including:*** |
|  | * Manage the complex diary
* Deal with enquiries and draft correspondence on a wide range of Foundation issues
* Act as an ambassador, helping to develop relationships with stakeholders
* Proofread papers, and/or research information and prepare outline papers, presentations or briefing notes
* Liaise with the Foundation’s Communications Manager about Foundation communications and public relations eg preparation of the annual report
* Provide confidential support to the Chief Executive, and other members of the Senior Management Group as required
* Organise travel arrangements and expenses
* Compile management information
* Maintain filing systems and Outlook contacts
* Prioritise and manage a busy workload to ensure delivery
* Other admin support as needed or requested by the Chief Executive on ad hoc initiatives or tasks
 |
| ***2. Executive assistance to Senior Management Group*** |
|  | * Plan and schedule meetings of the Senior Management Group, draft agendas and take minutes
* Ensure actions are taken forward by relevant SMG members
* Liaise with other PA, to coordinate work where required
* Provide cover and support where possible for other SMG PA roles
 |
| **3. *Executive assistance to Trustees and Governance*** |
|  | * Act as first point of reference for Trustees, and help the Chief Executive keep them informed about events and activities involving the Foundation
* Develop agenda for Trustee meetings, schedule meetings and coordinate arrangements. (Including various sub-committees and ad hoc meetings involving complex diary arrangements.)
* Coordinate, collate and load all papers onto Boardbooks in good time for meetings
* Take accurate and full minutes at Trustees’ meetings. Follow up matters arising as necessary
* Prepare the Chief Executive’s papers for Trustee meetings, ensuring accuracy and clear presentation
* Communicate content of Trustee meetings/decisions as agreed
* Take a proactive lead in regularly assessing the current and future IT needs of Trustees and implement the necessary IT infrastructure (we currently use Diligent Boardbooks)
* Working with the FD and Head of HR to maintain all formal records and archives relating to the Foundation such as Trust Deeds, reports and statutory documents
* Maintain annual planning and reporting calendar, issuing reminders as necessary
* Prepare, index and maintain central records of Trustees’ papers
* Maintain schedule of Trustee membership and tenure.
 |
| **4. Internal Communication** |
|  | * Liaise with all staff regularly, acting as a conduit, as appropriate, for information within the organisation; facilitate access to the Chief Executive
* Support Communications Manager and Head of HR and Office Services in preparation and delivery of staff wide communications
* Maintain Foundation webpages related to the Chief Executive’s activities/strategy
* Help develop and maintain the intranet as a valuable source of internal information and communication
 |
| **5. *Event Management*** |
|  | * Organise events as requested, ensuring effective organisation of catering, and all practical details
* Design and issue invitations
* Liaise with the Communications Manager and Head of HR and Office Services on organisation wide events as appropriate
 |
| ***6. Office management and general*** |
|  | * Liaise with other Foundation staff to ensure smooth overall running of Foundation and that activities are appropriately ‘knitted together’
* Take responsibility for Nuffield Calendar, including updates in SharePoint
* Keep abreast of new developments in policy etc that the Chief Executive may wish to be aware of
* Take an active role in the Foundation’s IT User Group
* Work with Office Manager to plan and oversee staff meetings, away-days and Christmas parties or other Foundation parties as required
 |
| **7. *Other*** |
|  | * The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.
 |

|  |  |
| --- | --- |
| **Person specification: Executive Assistant** | Essential (E), Highly Desirable (HD) Desirable (D) |
| **Experience of** |
| * Working at executive assistant level or at a similar level
 | E |
| * Supporting multiple people across multiple levels
 | E |
| * Managing a complex diary and workload, prioritising tasks, with an eye both for detail and the bigger picture
 | E |
| * Experience in handling confidential information with absolute discretion
 | E |
| * Experience of drafting agendas and minute taking of complex meetings
 | E |
| * Developing stakeholder relationships both internally and externally
 | E |
| * Database management to structure and categorise ‘company’ data
 | HD |
| * Using technology to streamline systems and processes
 | HD |
| * Experience in a grant making or charitable organisation
 | D |
| **Knowledge and Skills** |
| * Excellent organisational skills
 | E |
| * Good literacy and numeracy skills
 | E |
| * Strong written and verbal communication skills
 | E |
| * High-level IT skills (including Word, Excel, and Outlook, CMS)
 | E |
| * The ability to work to a high level of detail and accuracy, without supervision
 | E |
| * Facilitation and co-ordination to achieve results and improve working environment
 | E |
| * Some knowledge of academia
 | D |
| **Personal Qualities** |
| * Flexible and open in approach
 | E |
| * The ability to work to deadlines, managing peaks and troughs of work
 | E |
| * A naturally proactive approach to problem solving
 | E |
| * The ability to take initiative and work independently when required
 | E |
| * Methodical and well organised
 | E |
| * Collaborative, with a willingness to help out as needed
 | E |
| * Tact, discretion and the ability to maintain confidentiality
 | E |
| * Excellent people skills: approachable; ability to develop positive relationships with colleagues, Trustees, applicants etc at all levels; ability to deal with ambiguity
 | E |
| * An interest in social policy and the mission of the organisation
 | E |
| * Strong interpersonal skills and emotional intelligence
 | E |
| * Good judgement with the confidence to take decisions and responsibility where appropriate and to refer to others where necessary
 | E |
| * An interest in learning new skills
 | HD |