

Job description and person specification

Job Title:	Executive Assistant
Employment Type:	Permanent
Hours:	Willing to consider four or five days (FTE) at seven hours a day and one-hour unpaid lunch (occasional requirement to flex or work out of hours)
Salary:	FTE £32,000 - £40,000 per annum dependent on demonstrated skillset and experience of delivering similar functions
Location:	Bath (role is primarily office based with option to work from home one day a week after probation dependent on executives' diaries)
Date:	20 January 2025

St John's Foundation is a local charity dedicated to fostering an age-friendly community through housing and outreach services, helping older adults live independently for longer. Beyond our work with older adults, we support those who have reached a point of crisis in their lives, as well as working to create communities where children can grow up happy, healthy, and well-educated.

Every aspect of our work is built upon our values of trust, kindness, and courage, and inspired by our purpose: To change lives. For good.

At St John's we believe that not all great minds think alike. We are an equal opportunities employer and your unique perspective is valuable to us.

Please let us know if we can make any **reasonable adjustments** for you during the recruitment process. This may include, but is not limited to:

- being flexible with the time and location of our interviews
- providing interview questions in advance
- allowing more time for any assessments
- adapting the interview environment to reduce sensory input

If you have any questions about what the interview process involves (after reading our job advert) please contact "hradministration@stjohnsbath.org.uk" and we will be happy to talk.

Job description

Please note, as duties and responsibilities change, the job description will be reviewed and amended in consultation with the employee.

Goals

- To provide varied and high-level support to the Chair of Trustees, CEO and executive team to enable them to increase efficiency, deliver organisational objectives, and drive effective working practices across the organisation.

- To plan and orchestrate work with a high level of autonomy and initiative, ensuring that the leadership team's priorities are proactively met, internal and external resources are coordinated effectively, and best practice is firmly upheld.
- To work seamlessly with the leadership team, wider senior management team, and Governance and People team to improve communication, collaboration, and remain solutions focused.

Duties

- Pro-active and complex diary management including liaising with staff, trustees and external stakeholders while responding to changing priorities.
- High-level administrative support including expenditure management, travel arrangements, and producing correspondence including letters and emails.
- Governance support such as drafting and preparing reports, presentations or other pieces of work, coordinating meeting logistics, and preparing meetings.
- Efficient email management to proactively keep inboxes at a manageable size by acting on tasks where possible and reducing touchpoints for the executive owners.
- Identify and act on opportunities to support the executive team members as best suits their needs and preferences while managing expectations and coordinating with the wider team where work required exceeds capacity.
- Ad-hoc support – this role may be asked to carry out a wide variety of tasks to support the leadership team and wider organisation. This will include covering reception, taking notes/ minutes, and assisting at events.

These goals and duties form an important part of our wider team purpose, which is to:

- Support the executive team, the Board and the wider organisation to work in line with best practice
- Drive efficient working processes through a culture that embraces continuous improvement
- Provide effective back-office support as required and in line with our values of trust, kindness, and courage to maximise the charitable impact of St John's Foundation.

Person specification

Essential

- Significant, demonstrable experience of working as an executive assistant at director/Board level supporting multiple individuals with changing priorities and requirements.
- Strong knowledge of business writing including email etiquette, report writing, and confident grasp of grammar that can be used to draft a wide variety of documents and proofread.
- Significant expertise using the Microsoft office suite and ability to learn new systems to improve efficiency.
- Experience communicating at all levels of an organisation and adapting style to respond to individuals' preferences and changing levels of pressure or urgency.
- High levels of initiative, which are shown through the ability to work with a high level of autonomy by: identifying tasks without supervision; proactively meeting needs or finding solutions; and prioritising and responding to requests with little oversight.
- Confident and always able to be an open, friendly representative of St John's to the external stakeholders while maintaining strict confidentiality internally and externally.
- Enjoys a challenge and moving between varied tasks and skills. For example, readily able to shift between tasks requiring impeccable attention to detail to high-level briefings.

Desirable skills and behaviours

- Project management knowledge or experience

- Experience of minute taking in formal meetings
 - Experience of the charitable/ not-for-profit sector
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Recruitment process

In the interview we will ask you for examples of:

- 1) When you have used your skills to deliver challenging pieces of work. We recommend you look at the STAR interview method and think of a few examples that showcase your skills in preparation.
- 2) How your work as an EA is at a senior level and how your skillset has developed over time. We recommend you consider the differences between PA and junior EA positions and highlight what skills set you above these roles.
- 3) What tools and approaches you use to work effectively. We encourage you to talk us through any processes as part of your answer in the interview. This could apply to things like time management, prioritisation and deadlines, or handling confidential information.