**Job Description**

**Job Title**: Personal Assistant to the CEO  
**Location**: David Lewis, Cheshire  
**Reports To**: Chief Executive Officer (CEO)

**Hours:** 18 hours per week

**Salary:** (FT) £32,655.54 - Pro Rata £15.674.66

**1. Job Purpose**

To provide high-level, proactive, and dynamic support to the CEO and Exec Team in a fast-paced and evolving environment. This role involves acting as a key point of contact for the CEO, ensuring the smooth management of their schedule, communications, and strategic priorities, while contributing to the overall efficiency and effectiveness of the organisation.

**2. Key Responsibilities**

**Executive Support**

1. Act as a trusted partner to the CEO, managing their daily schedule, appointments, and priorities with efficiency and discretion.
2. Prepare, proofread, and manage correspondence, reports, and presentations on behalf of the CEO.
3. Handle all communications, including email and phone, prioritising, redirecting, and responding on the CEO’s behalf where appropriate.
4. Provide timely reminders, briefings, and updates on key matters to keep the CEO informed and focused on strategic objectives.
5. Support the wider executive team where necessary

**Meeting Management**

1. Organise, coordinate, and prepare agendas for meetings, including Board and Executive Team meetings.
2. Take accurate minutes during meetings, ensure follow-up actions are tracked, and provide summaries for reference.
3. Liaise with key internal and external stakeholders to arrange meetings, events, and speaking engagements.

**Project Coordination**

1. Support the CEO in managing and delivering special projects, tracking progress, and ensuring deadlines are met.
2. Collaborate with department heads to ensure the CEO is aligned with key organisational priorities and initiatives.

**Administrative Excellence**

1. Manage travel arrangements, itineraries, and accommodations, optimising time and cost efficiency.
2. Oversee the preparation and organisation of documents, ensuring timely submission of reports and compliance with deadlines.
3. Coordinate events, conferences, and workshops as required.

**Relationship Management**

1. Act as a professional and approachable point of contact for internal and external stakeholders on behalf of the CEO.
2. Build and maintain strong relationships with Board members, leadership teams, and external partners.

**Confidentiality and Discretion**

1. Handle sensitive information with the highest level of confidentiality and professionalism.
2. Ensure the CEO’s office operates smoothly, maintaining a calm and professional atmosphere.

**3. Skills and Competencies**

**Behavioural Skills**

* Highly proactive and able to anticipate needs
* Discreet, trustworthy, and capable of managing confidential information.
* Excellent interpersonal and communication skills.
* Adaptable and solution-oriented in a fast-changing environment.
* Exceptional organisational and multitasking abilities.
* Calm under pressure with strong problem-solving skills.

**Technical Skills**

* Proficiency in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and modern digital tools (e.g., Teams, Zoom, project management software).
* Strong research and analytical skills.
* Ability to create visually engaging presentations and reports.

**4. Experience and Qualifications**

* Proven experience as a Personal Assistant, Executive Assistant, or in a similar role supporting senior leadership.
* Experience managing a wide range of administrative and executive support tasks.
* Demonstrated ability to prioritise tasks and meet deadlines.
* Experience in stakeholder management and coordinating with Boards or senior teams.
* A relevant qualification in business administration or a related field (desirable).

**5. Working Conditions**

* Flexibility may need to work out side of core when required.
* Hybrid working arrangement with an expectation to be on-site in Cheshire as needed.
* Opportunity to work in a collaborative, mission-driven organisation.

This role is ideal for a highly organised, tech-savvy, and driven individual who thrives in a leadership support position and is passionate about driving organisational success alongside a visionary CEO.

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