

## **Executive Assistant to CEO and Leadership Team**

**Reporting to:** CEO and Head of Expeditions

**Liaison with:** All members of staff, trustees, external stakeholders

**Contract period:** Permanent, 4 or 5 days per week

**Salary Range:** c.£24,000 depending on experience or pro rata

**Usual working hours:** 9.30am – 5.30pm

**Location:** West London

### **Introduction**

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, integrity, skills, resilience and motivation to make the most of their future.

We prepare young people for expeditions to remote locations where they face challenges, acquire outdoor skills and learn about themselves - as well as undertaking projects with content relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

### **Job purpose**

To provide targeted executive support for the CEO & Leadership team and to ensure the effective running of the London office of the charity.

### **Overview**

This is a newly created role. It's for someone with a sunny personality who is passionate about supporting young people and who wants to work for a positive and uplifting group of hardworking managers leading an ambitious, committed team. It would suit an individual who wants to apply their considerable skills in a context where they can make a real difference. It provides an excellent opportunity for an energetic, ambitious and flexible individual possibly seeking to develop their skills in a new sector and enthusiastic about the chance to make a new role their own. Alongside your impeccable professional skills, you will need to demonstrate empathy with the work of the charity and a commitment to its purpose and values. At British Exploring Society we travel economy and stay in hostels – but we work with a wide range of stakeholders who merit the same levels of polish, care and discretion you would expect in a high performing corporate environment.

You will already have a strong track record of supporting a leadership team with day to day administration and logistics. You will be determined, driven, pragmatic and reliable. You will be tactful, eloquent and able to confidently handle information of a sensitive nature. You will be able to quickly develop a good understanding of different stakeholders' needs and liaise with them in a professional manner.

### **Job Description and key tasks**

- Providing targeted EA support to the CEO and Head of Expeditions, including some diary management;
- Acting as the main point of contact for the smooth and efficient running of the London office;
- Dealing with incoming emails if required to ensure that tasks can be prioritised and dealt with in a timely manner. Where appropriate, preparing responses or taking forward actions from emails on behalf of the CEO and Head of Expeditions;
- Arranging travel and accommodation, for example ensuring that senior team members or trustees have all the necessary details for travel;
- Organising and attending meetings – including trustee meetings - ensuring attendees have all the necessary papers for their meeting;
- Taking minutes and ensuring accurate digital records of meetings where necessary;
- Accessing, processing and inputting confidential data and other highly confidential information as required;
- Producing documents (including board papers), briefing materials, reports and presentations as necessary;
- Gathering information, analysing and assimilating in order to produce reports, presentations and management information returns for the CEO and the Senior Management Team;
- Maintaining spreadsheets and databases as appropriate relating to the running of the office;
- Undertaking project work and supporting the CEO and Head of Expeditions with ad-hoc duties where required;
- Operating flexibly to assist colleagues and Senior Managers as and when required.
- Arranging the induction of new staff;
- Other duties as required.

### **Skills/Experience**

#### **Essential**

- A high level of oral and written communication and numeracy – with English and maths to at least GCSE or equivalent level
- Experience of providing Executive Assistant support to senior management
- Solid diary management experience - confident in the use of MS Outlook including working with calendars and arranging meetings/appointments
- Proficiency in all Microsoft office applications including Excel, Power point, Outlook, Word
- Familiarity with working with trustees and the production of papers and agendas for board meetings

### Desirable

- An understanding of youth development work and the challenges young people face;
- An interest in outdoor learning/adventurous education;
- An awareness of charitable good practice/legislation;
- An awareness of Safeguarding legislation/good practice;
- An awareness of GDPR/data protection legislation/good practice.

### Person specification

- Ability to interact with internal and external partners;
- Ability to work autonomously, ability to anticipate needs and problem solve;
- High level of professional maturity and strong diplomatic skills, with the ability to exercise discretion when dealing with confidential matters and an awareness of security/safeguarding issues;
- Proactive with an ability to work on own initiative, with minimal supervision and able to prioritise own workload and manage a variety of tasks in a timely manner.

**This role is dependent on satisfactory receipt of an enhanced DBS check.**

### What happens next?

Please send your CV and cover letter of no more than 2 sides of A4 explaining your suitability for the role to:

Honor Wilson-Fletcher,  
London SW7 2AR or  
email [Honor@britishexploring.org](mailto:Honor@britishexploring.org)

Shortlisted candidates will be invited for interview.

In your application please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process. Thank you.

Closing date and time for receipt of application is 5.30pm on Friday 20<sup>th</sup> September in London, at the charity's London offices.

We regret that only shortlisted applications will be contacted.