

Executive Assistant to Executive Director

Candidate information pack

Together we make it possible



We are Affinity Trust.

Affinity Trust is a social care provider and charitable organisation working in England and Scotland. With more than 30 years of experience, we specialise our support to people living with learning disabilities, autism, and other assessed needs.

Since we were established in 1991, we have been steadily growing and expanding our services to ensure that more people can live an active and fulfilling life.

Our organisation is a registered provider with the **Care Quality Commission** in England and the **Care Inspectorate** in Scotland.

We are a registered charity in **England and Wales** and in **Scotland** and operate as a company limited by guarantee registered under the Companies Act of 1985.

Our approach

At Affinity Trust, we are all about possibilities.

The people we work with have goals to achieve and milestones to reach.

We plan, communicate, and deliver with and alongside people, not for or in place of them.

By challenging harmful assumptions and championing positive change, we empower people to live the life they choose.

We build meaningful relationships and make connections in our communities. We are bold, passionate, and creative in exploring different ways of doing things.

At Affinity Trust, it is possible to live your life, your way.

It is possible to feel ambitious and supported. Courageous and reassured. Independent and encouraged.

It's not one or the other.

Together we make it possible.

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Purpose

Our purpose is supporting people to live their lives, their way.

Our values



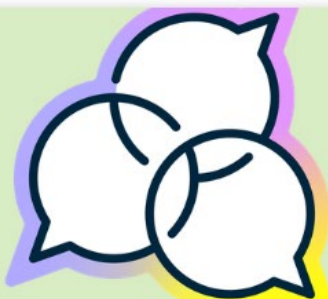
People are at the heart of everything we do.

We listen, we learn, we build on strengths



We give our best.

What we do matters. Good days and bad. We take responsibility.



We work together.

We are one team and value people's strengths and differences. We are open and trusting with each other.



We have courage.

We try new things. We are creative and adaptable.

Job Title: Executive Assistant

Line Manager: Executive Director

Functional/Dotted-Line Relationship: Executive Assistant to the CEO

Job Purpose

To provide high-quality, confidential, proactive and strategically aligned executive support to up to two Executive Directors, enabling them to focus on strategic leadership and organisational priorities.

The role sits within a coordinated Executive Assistant function and works to shared standards and ways of working across the organisation. While line-managed by an Executive Director, the post-holder has a functional (dotted-line) relationship to the Executive Assistant to the Chief Executive, who provides coordination, oversight of standards, and ensures effective alignment, resilience and head office cover across the EA team.

Key Responsibilities

Executive Support

- Provide comprehensive diary and inbox management for up to two Executive Directors, ensuring effective prioritisation, forward planning and optimal use of time.
- Proactively monitor correspondence, triaging urgent matters, redirecting routine queries and drafting responses where appropriate.
- Prepare high-quality briefings, reports, presentations and meeting packs to support decision-making and internal and external engagement.
- Coordinate travel, accommodation and logistics, ensuring cost-effectiveness and seamless execution.
- Manage financial administration including expenses and credit card reconciliation.
- Provide functional and analytical support across Executive portfolios, including report writing, research, data collation and regulatory submissions where required.
- Anticipate emerging issues, identify solutions and take proactive action to support delivery of Executive priorities.

Meeting and Governance Support

- Organise and co-ordinate meetings, including scheduling, logistics, documentation and agenda preparation, in line with agreed governance standards.
- Take accurate, high-quality and timely minutes for Executive, Board and sub-committee meetings as required..
- Track and monitor actions arising from meetings, ensuring clear accountability and timely completion.

- Support the maintenance of forward plans, aligned to organisational priorities and governance cycles.
- Assist in planning and delivery of strategic events, including Board away days and leadership conferences.

Organisational and Project Support

- Provide project coordination support across Executive portfolios, monitoring milestones and progress against strategic plans.
- Lead or support discrete projects and cross-functional workstreams as delegated.
- Prepare, collate and quality-assure reports for the Executive Team, Board and external stakeholders.
- Undertake research and analysis to inform strategic discussions and decision-making.
- Maintain and develop digital information systems (e.g. SharePoint, intranet pages, shared drives), ensuring documentation is current, accessible and well-organised.
- Coordinate internal communications on behalf of the Executive Directors, including briefings, updates and organisational announcements.
- Contribute to continuous improvement of systems, templates and administrative processes across the Executive Assistants function, in collaboration with the EA to the CEO.

Communication and Liaison

- Work collaboratively with the Executive Assistant to the Chief Executive, Head of Governance and the wider EA team to ensure consistent standards, joined-up ways of working, effective cover arrangements and high-quality executive and governance support across the organisation.
- Act as a professional first point of contact for internal and external stakeholders.
- Draft and proofread correspondence, ensuring clarity, professionalism and alignment with organisational values.

Head Office Support (shared EA responsibility)

- Provide Head Office cover Monday to Thursday, working on-site (minimum of two days/week) as required to support core office operations. Attendance on Fridays will be on an ad-hoc or business-needs basis.
- Contribute to shared Head Office responsibilities across the EA team, including mail distribution, telephone enquiries and welcoming visitors.
- Provide cross-cover within the Executive Assistant team to ensure continuity, responsiveness and effective support during periods of leave or absence.

Person specification

	Essential	Desirable
Values	<p>Actively promotes values-led leadership and embeds values into team culture and executive support practices.</p> <p>Demonstrates organisational values:</p> <ul style="list-style-type: none"> • People at the heart of everything we do <i>We listen, we learn, we build on strengths.</i> 	

	<ul style="list-style-type: none"> • We give our best. <i>What we do matters. Good days and bad, we take responsibility.</i> • We work together. <i>We are one team and value people's strengths and differences. We are open and trusting with each other.</i> • We have courage. <i>We try new things. We are creative and adaptive.</i> 	
Skills and experience	<p>Executive & Strategic Support</p> <ul style="list-style-type: none"> • Significant experience providing executive-level support to senior leaders in a complex organisation. • Experience managing multiple senior stakeholders and competing priorities. • Advanced diary and inbox management skills, including triaging, prioritisation and drafting responses. <p>Governance & Reporting</p> <ul style="list-style-type: none"> • Experience preparing high-quality reports, presentations and briefing papers. • Experience supporting governance processes, including committee servicing, minute-taking and action tracking. • Strong understanding of confidentiality and information sensitivity at senior level. <p>Project & Organisational Coordination</p> <ul style="list-style-type: none"> • Experience coordinating projects or workstreams, tracking milestones and following up actions to ensure delivery. • Experience collating, analysing and presenting information to support decision-making. • Experience maintaining shared digital systems (e.g. SharePoint, intranet, document management systems). <p>Communication & Relationship Management</p> <ul style="list-style-type: none"> • Excellent written communication skills with strong attention to detail. • Confident verbal communicator, able to engage professionally with senior stakeholders and external partners. • Ability to build credible, trusted working relationships across teams. <p>Personal Effectiveness</p> <ul style="list-style-type: none"> • Highly organised with exceptional attention to detail. • Proactive, solution-focused and able to anticipate needs. • Resilient and adaptable in a fast-paced environment. • Able to work independently with sound judgement 	<p>Experience working in a charity, health, or social care setting.</p> <p>Familiarity with governance frameworks and regulatory bodies such as the Charity Commission, Companies House, and CQC</p>



	Technical <ul style="list-style-type: none"> • High level of proficiency in Microsoft Office and digital collaboration tools. • 	
Qualifications	<ul style="list-style-type: none"> • A-levels or equivalent professional experience in executive support or business administration • Evidence of ongoing professional development in executive support or other areas related to the job description . • Full UK driving licence to attend regional meetings as required 	Degree or further qualification in business administration, leadership, or governance.
Other	<ul style="list-style-type: none"> • Professional and values-led role model • Willingness to travel occasionally and provide flexible support when needed 	Experience supporting organisational change or transformation programmes.

Next steps

Are you ready to join us?

Working Pattern

Hybrid working with minimum 2 days per week in the Thame, Oxfordshire head office.

Salary and Benefits

The salary for this role is £36,213.31 pro rata, and we are offering it on a full-time basis.

31 days annual leave pro-rata (including bank holidays), which we increase the longer you are with us.

- **Hybrid working** - We recognise that offering our employees the flexibility to work two days in the office and three days from home not only enhances productivity and sparks creativity but also cultivates stronger collaboration through a blend of in-person and remote interactions.
- **Stream** – an app that gives you access to a percentage of your pay as you earn it, access to coaching, vouchers, discounts, cashback and more.
- **Blue light card** – we will reimburse your Blue Light Card membership which provides discounts in your favourite shops and restaurants.
- **Simply Health** - Fully funded health cash plans giving you access to a 24-hour GP, money back on prescriptions, dental treatment, opticians and access to many more health benefits.
- **Buy and sell annual leave** – transfer windows open twice a year.
- **Pension and Life Assurance** - you'll be enrolled into our Scottish Widows pension scheme and Life Assurance scheme.

Apply today

We're transforming how we support our people.
Are you in? We want to hear from you.

We're committed to being Disability Confident
and we guarantee to interview all applicants
with a disability who meet the minimum criteria for the vacancy.

Together we make it possible



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