

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



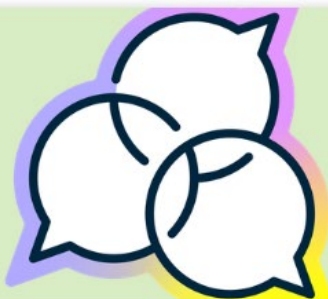
People are at the heart of everything we do.

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 to Executive Director

Job description

Reports to: Executive Director

Job Purpose

To provide high-quality, confidential, and proactive executive support to up to two Executive Directors, enabling them to focus on strategic priorities and leadership responsibilities. This role contributes to a coordinated and professional EA function across the organisation, ensuring consistency, responsiveness, and excellence in executive support.

Key Responsibilities

Executive Support

- Manage diaries, inboxes, and correspondence for up to two Executive Directors, ensuring priorities are actioned and time is used effectively.
- Monitor emails throughout the day, flagging urgent items, redirecting routine queries, and filtering out spam or irrelevant messages.
- Prepare briefings, reports, presentations, and meeting packs to support decision-making and external engagement.
- Coordinate travel, accommodation, and logistics, ensuring cost-effectiveness and smooth execution.
- Support financial administration including expense claims, credit card reconciliation, and budget tracking for the Executive Directors' areas of responsibility.
- Provide cover and support across the EA team as needed, ensuring continuity of service and responsiveness to organisational needs.

Meeting and Action Coordination

- Organise meetings, including scheduling, venue arrangements, catering, and document preparation.
- Take minutes for key meetings as required, ensuring accuracy and timely circulation.
- Track actions arising from Executive Team and departmental meetings, working with the Executive Directors to ensure timely completion.
- Contribute to the maintenance and review of forward plans, aligning with organisational priorities and governance cycles.

- To take minutes of Board and Board sub-committee meetings as required
- Assist in the organisation of strategic events such as Board away days, annual strategy sessions, and leadership conferences.

Communication and Liaison

- Act as a professional first point of contact for internal and external stakeholders engaging with the Executive Directors.
- Draft and proofread correspondence, ensuring clarity, tone, and alignment with organisational values.
- Liaise with other Executive Assistants to ensure coordination across the Executive Team and consistency in support.

Example Role specific responsibilities depending on the Executive Director being supported:

- Drafting minutes for Functional Team meetings of the Director and other key meetings e.g. Information Governance Board
- Raising and receipting Purchase Orders for Head Office and other expenditure
- Assisting in preparation of Committee and Board papers
- Issuing long service award certifications
- Assisting with arrangements for senior leadership team interviews

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> • 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	<ul style="list-style-type: none"> • Experience providing executive support to senior leaders • Strong organisational skills with the ability to manage competing priorities across multiple portfolios. • Excellent written and verbal communication skills. • Skilled in diary and inbox management, including triaging and prioritising. • Experience coordinating meetings, preparing papers, and tracking actions. • Proficient in Microsoft Office and digital collaboration tools. • Discreet and professional in handling confidential information. • Strong interpersonal skills and ability to build trusted relationships. • Experience coordinating travel, logistics, and financial administration for senior executives. • Ability to anticipate needs, solve problems proactively, and work independently. • High levels of resilience and adaptability. 	<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>
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 	<p>Degree or further qualification in business administration, leadership, or governance.</p>
Other	<ul style="list-style-type: none"> • Professional and values-led role model • Willingness to travel occasionally and provide flexible support when needed 	<p>Experience supporting organisational change or transformation programmes.</p>

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.

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Trust