

## **Brain Tumour Research - Job Description**

### **Executive Assistant**

#### **Job Purpose:**

Reporting to the Chief Executive, the Executive Assistant will provide administrative support to the Chief Executive and Leadership team. Responsibilities and duties include but are not limited to managing calendars, arranging meetings, responding appropriately to correspondence, and providing preparation for and recording agreed actions and discussions in meetings.

This role will provide operational efficiency, allowing the Chief Executive and Leadership Team to spend time on strategic planning in order to achieve Brain Tumour Research's top level objectives.

The Executive Assistant needs to be highly organised, with strong communication skills, both written and verbal. This position requires a self-starter who can work independently within a team, using their experience to make informed decisions in order to support the Leadership Team.

**Reports to:** Chief Executive

**Direct Reports:** None

**Location:** Head office in Milton Keynes – hybrid working (minimum of 3 days in the office)

**Hours:** Full-time, 35 hours per week

#### **Requisite Skills and Experience:**

- Excellent MS Office skills
- Experience using a CRM and/or database
- Experience working in the charity sector
- Experience managing multiple calendars and meeting requests
- Experience minute taking is desirable but not essential
- Strong verbal and written communication skills
- Excellent attention to detail

#### **Main duties:**

- Enable the Chief Executive to focus on top-level objectives and strategy by providing administrative support
- Organise and attend meetings on behalf of the Chief Executive team, ensuring all attendees are well prepared, taking minutes and distributing meeting summaries and agreed actions to attendees

- Manage the Chief Executives calendar, managing and arranging meeting requests from internal and external stakeholders, providing the Leadership Team with calendar support when required
- Develop reports for the Leadership Team, distributing to key stakeholders
- Plan and organise events for the Leadership Team, for example Trustee Meetings, Research Workshops, etc. including liaising with attendees to secure dates, negotiating the contracts with venues and responsible for travel and accommodation for those attending.
- Ensure all correspondence is actioned professionally, accurately and on time
- Respond to enquiries and requests, handling when appropriate
- Arrange travel and accommodation for the Chief Executive and Leadership Team