

JOB DESCRIPTION			
Job title:	Executive Assistant to CEO and Leadership Team	Department:	Directorate
Job holder:	Vacant	Reports to:	Chief Executive /Leadership Team
Job type:	Permanent, full time	Date created:	August 2025
Job aim:	Working at the intersection of strategic leadership and effective operational administration, to provide high level administrative and operational support to the Nuffield Foundation’s Leadership Team (LT) and CEO.  To liaise with the Foundation’s Trustees and other Board and Committee members, co-ordinating meetings, organising papers, logistics and taking minutes of meetings.		
Resources:	N/A		
Responsibilities:			
1. Strategic co-ordination - Leadership Team management and support			
	<ul style="list-style-type: none"><li>• Act as a liaison between and across LT and CEO ensuring alignment across teams and adherence to deadlines etc</li><li>• Work closely with the Directors of Strategy, Finance and HR on strategic and operational planning</li><li>• Take responsibility for planning and preparation for all LT meetings</li><li>• Draft agendas, anticipate items for discussion, collate and circulate papers and take minutes/circulate action points of meetings</li><li>• Monitor follow-up of actions arising</li><li>• Assist LT members with arrangements for larger meetings, and for any meetings involving CEO or Trustees</li><li>• Provide diary management and other general administrative support to LT as required</li></ul>		
2. Governance - support and co-ordination			
	<ul style="list-style-type: none"><li>• Take responsibility for management of the central meetings calendar, planning and sequencing meetings as required</li><li>• Ensure accurate, timely distribution of meeting agenda, papers, and minutes working with teams across the organisation</li></ul>		

	<ul style="list-style-type: none"> <li>• Maintain the Register of Gifts and Hospitality</li> <li>• Establish and maintain a Governance calendar</li> <li>• Maintain key governance documents and records, including Trustee annual approvals schedule</li> <li>• Support the collation of annual declarations of conflicts of interest for audit purposes</li> <li>• Maintain Trustee and Company Secretarial document folders in SharePoint</li> <li>• Maintain Trustee training and induction pack</li> </ul>
<b>3. Executive Support to the CEO</b>	
	<ul style="list-style-type: none"> <li>• Manage CEO's diary through strategic prioritisation, anticipating and where necessary replanning around any pinch points, and booking meeting rooms, travel, catering etc where required</li> <li>• Collate information, briefing emails, and follow up actions for meetings where required</li> <li>• Draft outline documents/presentations as required</li> <li>• Monitor annual leave and absences for LT and authorise annual leave requests on CEO's behalf</li> <li>• Book CEO's travel and accommodation and process expenses</li> </ul>
<b>4. Trustees and Committees - support and meeting administration</b>	
	<p>Scheduling, coordinating and supporting all full Trustee and other Committee meetings and events, including:</p> <ul style="list-style-type: none"> <li>• Plan and schedule all cyclical meetings well in advance, produce and monitor annual calendar</li> <li>• Work with CEO and LT to forward plan meeting agendas and collate, format and publish Trustee and Committee meeting papers (using Board Intelligence)</li> <li>• Take detailed minutes of Trustee meetings, and other key committees as required, record action points for follow-up</li> <li>• Work with Office Services colleagues to ensure meeting room layout, AV and catering requirements are all in place and liaise with attendees on running orders and practical arrangements</li> <li>• Plan and co-ordinate Trustee induction</li> <li>• Organise arrangements for periodic Trustee dinners or special meetings</li> <li>• Book accommodation and process Trustees' expenses</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaise with Trustees regarding any training requirements</li> <li>• Act as first point of contact for the Trustees on general queries, diary management, signing of papers etc</li> </ul>
<b>5. Other support, including meeting and event management</b>	
	<ul style="list-style-type: none"> <li>• Management of monthly all-staff meetings, maintaining schedules, planning a varied agenda, lining up speakers and making all booking and hospitality arrangements</li> <li>• Plan other meetings and events as required, managing all operational aspects including scheduling, invitations, circulation of papers, room layouts, catering, speaker and guest liaison, and all associated administrative support on the day (greeting visitors, recording sessions etc)</li> </ul> <p>The above list of key responsibilities (and associated activities) is not exhaustive. It may be necessary to carry out other work within the scope of the role, as reasonably requested.</p>

<b>Person Specification: Executive Assistant to CEO and Leadership Team</b>	Essential (E), Highly Desirable (HD) Desirable (D)
<b>Experience</b>	
Experience of providing effective executive and administrative support to leadership, directors/chief executive	E
Working in a central coordinating role supporting the top team of an organisation, liaising with internal and external stakeholders	E
Managing a complex diary and workload, prioritising and planning effectively	E
Experience of taking minutes for a range of complex meetings	E
Experience of drafting agendas, summary notes/briefing papers and outline presentations for senior teams	E
Experience of providing some basic company secretary/governance support	HD
Experience or working in a non-profit making, ideally grant making of social policy organisation	E
<b>Knowledge and Skills</b>	
Some knowledge of, or demonstrable interest in, social science and the work of the Foundation	E
Highly developed organisational skills, methodical and logical	E
Numerate	E
Strong written and verbal communication skills	E
Excellent interpersonal skills and the ability to develop positive relationships with a range of individuals	E
Well developed IT skills (including Word, Excel, Outlook, CMS, and ideally Salesforce). Familiarity with 'Board Intelligence' or other board package also desirable	E
Comfortable using systems and technology to improve and streamline processes	E
Project management skills	D

Some knowledge of academia	D
<b>Personal Qualities</b>	
Detailed focussed with good proof-reading skills to produce and review work with high degree of accuracy, without supervision	E
Good judgement with the confidence to take decisions and responsibility where appropriate and to refer to others where necessary	E
The ability to work to deadlines, managing peaks and troughs of work and remaining calm under pressure	E
Proactive approach to pre-empt potential issues and solve problems	E
High levels of initiative	E
Tact, discretion and the ability to maintain confidentiality	E
Ability to deal with ambiguity	E
An interest in social policy and the mission of the organisation	E
Flexible, collaborative and open in approach with a willingness to help out as needed	E
An interest in continuing personal development and learning new skills	E
Committed to the Nuffield Foundation's values: Independent, Rigorous, Inclusive, Collaborative and Curious.	E