

Executive Assistant to the chief executive

Directorate

Chief executive office

Team

Chief executive office

Reporting manager

Chief executive

Direct reports

Personal assistant to the chief executive

Our charity

We're Breast Cancer Now, the research and support charity. We're the place to turn to for anything and everything to do with breast cancer. However you're experiencing breast cancer, we're here.

The brightest minds in breast cancer research are here. Making life-saving research happen in labs across the UK and Ireland. Support services, trustworthy breast cancer information and specialist nurses are here. Ready to support you, whenever you need it. Dedicated campaigners are here. Fighting for the best possible treatment, services and care, for anyone affected by breast cancer.

Why? Because we believe that by 2050, everyone diagnosed with breast cancer will live – and be supported to live well. But to create that future, we need to act now.

Overview of the directorate

The chief executive's office is a small team of 3 (chief executive, executive assistant and the PA to the chief executive). It fosters an open and approachable culture and supports the board of trustees and offers leadership and direction to the Senior Leadership team (SLT), organisational management team (OMT) as well as all directorates (corporate services, fundraising, communications and engagement and research, support and influencing).

Job purpose

To support streamlined ways of working across the organisation, effective leadership and stakeholder engagement based on the priorities of the chief executive. The postholder will lead the operation of the chief executive's Office and assist in various aspects of organisational administration and development.

Ensure that the chief executive's time is prioritised effectively delivering the most critical priorities and that follow-up activities are completed, delegating all non-essential items so that the chief executive is only doing that which only the chief executive can do.

To foster and develop credible and respected relationships with all key stakeholders both internally and externally and maintain visibility and engagement on behalf of the Chief Executive on high priority areas.

To line manage, coach and mentor the PA to the chief executive, setting their objectives in accordance with the annual objective setting process and supporting them in their development.

Key tasks and duties

Executive support to the chief executive

- Providing oversight of the chief executive's agenda, working with the chief executive to define and shape priorities and support implementation of the chief executive's priority internal/external initiatives.
- Take responsibility for liaising with a wide range of stakeholders and contacts at all levels, on behalf of the chief executive and/or the senior leadership team (SLT). This includes being proactive in managing the confidentiality of personal and sensitive information and exercising appropriate levels of discretion in relation to confidential management discussions and information.
- Supporting the chief executive in relationship management where appropriate - for example with the trustees and other key stakeholders, acting as a delegate when required.
- Ensuring the chief executive is fully and appropriately briefed and prepared ahead of meetings, presentations and conferences and when representing and promoting the work of Breast Cancer Now internally and externally. This includes the drafting of content in some instances on the chief executive's behalf, for both internal and external audiences.
- Monitoring the chief executive's inbox, actioning and fielding as much correspondence as possible and appropriate and ensuring the chief executive is briefed of key updates and documents received.
- To oversee the management of the chief executive's diary and ensure that organisation of meetings, daily activities, travel arrangements, expenses and all other logistical matters are effectively co-ordinated and managed, supporting the PA to the chief executive in this and ensuring the diary is as time efficient as possible.
- Supporting the development of key business processes and projects to ensure the smooth running of the organisation; supporting and implementing improvements when required.
- To keep up to date with organisational specific information and updates, liaising with stakeholders and attending meetings/boards, to gather intelligence and develop action plans.

- Lead and manage special projects on behalf of the chief executive ensuring that business owners for any ongoing activity are identified and fully engaged as part of the delivery and project closure.
- Conduct research and actively engage with plans to increase the chief executive's external profile, developing and monitoring of plans for building external relationships with key stakeholders, in line with Breast Cancer's public affairs strategy.
- Helping to ensure the chief executive and the senior leadership team are visible across Breast Cancer Now through effective online and intranet communications, working collaboratively with other teams and colleagues as appropriate

Working with the board of trustees and the senior leadership team

- To co-ordinate the arrangement and administration of SLT meetings, including planning, drafting and confirming the agenda.
- Foster, develop and maintain positive working relationships with the chair of the board of trustees and other trustees.
- Act as a first point of contact for the board, drafting the chief executive report and keeping trustees up to date on relevant updates and information when required.
- Lead in the provision of administrative support for the chair of the board of trustees and the trustees and sub-committee meetings, including co-ordinating diaries.
- Take responsibility and work with the personal assistant for any ad hoc administrative and logistics support for the chair of the board of trustees and other trustees as needed.
- To liaise with the governance manager regarding the planning and staging of relevant committee meetings, board meetings and board-related events.

Line management

- To manage the PA to the chief executive including supervision, delegation of work and performance management and supporting, guiding and developing them in their work, as necessary.
- To ensure the annual objective setting process is conducted and that objectives are appropriately set in line with the chief executive's office business plan and opportunity is given to working through them.

General responsibilities

- To act as an authoritative point of contact for all other internal colleagues and stakeholders on the work of Breast Cancer Now. To enable this, to become familiar with all aspects of Breast Cancer Now's work and have a good and empathic understanding of the needs and circumstances of people affected by breast cancer.
- Maintain confidentiality and discretion regarding the business and its stakeholders and ensure current data protection legislation and principles are embedded in all aspects of your work.

- Promote Breast Cancer Now's strategic objectives, targets and plans and act as a role model for the values of the organisation.
- To be flexible where requested, with regards to working hours.
- Adhere to all Breast Cancer Now's policies and procedures.
- Any other duties within the scope and remit of the role, as agreed with your manager.

Person specification

Qualifications and experience

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Experience of providing executive and personal support to a senior leader	x	x
Experience of diary management	x	x
Experience of co-ordinating and preparing high-level meetings	x	x
Experience of undertaking the secretariat necessary when preparing and undertaking meetings and follow ups	x	
Experience of dealing with and managing thoughtfully, confidential and sensitive information and data	x	
Experience of and proficient in using IT (Microsoft Office packages, including Word, Excel, PowerPoint and Outlook) as well as other databases	x	

Skills and attributes

It's **essential** for you to have the following:

	Method of assessment	
	Shortlist	Interview
Excellent written and verbal communication skills	x	
Excellent organisational skills	x	
Excellent interpersonal and relationship building skills		x
Ability to maintain absolute confidentiality, trust and exercise tact		x
Ability to work collaboratively as part of a small team and across teams and stakeholders	x	x
Ability to work efficiently, accurately and with a high level of attention to detail	x	
Ability to use own initiative, ensuring best practice is adhered to at all times		x
Ability to remain calm when under pressure and work to tight and changing deadlines		x
Ability to manage, coach and motivate the work of another person		x
A proactive approach with the ability to plan, organise and look ahead		x

Role information

Key internal working relationships

You'll work closely with the following:

- Chief executive
- Trustees
- All members of SLT
- All members of OMT

Key external working relationships

You'll work closely with the following:

- Key stakeholders/groups and organisations secretariat
- PA networks, particularly charity Chief Executives and other stakeholders

General information

Role location and our hybrid working model	This role is based in our London office. However, our hybrid working model allows you to work up to 3 days per week at home. The other days will be primarily based in Ibex House, 42-47 Minories, London EC3N 1DY(open Monday to Thursday)
Hours of work	35 per week, Monday to Friday (28 hours per week over 4 days, will also be considered)
Contract type	Permanent
Medical research	We fund medical research of which some may involve the use of animals. Our aim is to save lives and our research using animals is only when there's no alternatives.
Conflict of interests	You'll be obliged to devote your full attention and ability to your paid duties. You shouldn't engage or participate in any other business opportunity, occupation or role (paid or non-paid) within or outside of your contracted hours of work which could impair your ability to act in the best interests or prejudice the interests of the charity or the work undertaken.

Immigration, Asylum and Nationality Act 2006	You shouldn't have any restrictions on your eligibility to indefinitely work or reside in the UK.
Our commitment to equity, diversity and inclusion	We're committed to promoting equity, valuing diversity and creating an inclusive environment – for everyone who works for us, works with us, supports us and who we support.

How to apply guidance

We hope you choose to apply for this role. In support of your application, you'll be asked to submit your **anonymised** CV which means removing all sensitive personal information such as your name, address, gender, religion and sexual orientation. You're also asked to provide a supporting statement. When doing so please ensure you refer to the essential criteria on the person specification and clearly provide as much information as possible with examples to demonstrate how and where you meet the criteria.

Job description dated July 2024

Find out more about us at
breastcancernow.org

**BREAST
CANCER
NOW** The research &
support charity