Job Description

Executive Assistant (Grade B role)

Job purpose To maximise the effectiveness of the CEO through direct and indirect support to aid leadership performance. This includes planning, guiding, facilitating and monitoring workflow, including the quality and provision of data and information to and from the CEO to support the delivery of the strategy and business plan.

Dimensions Secretary to the Council, all General Meetings and Young Professionals Council, Branches/YPN Forum. Some UK travel is required.

Reports to CEO

Principal accountabilities

1. Work with the CEO to track and coordinate actions/requests and deliver timely answers and solutions, ensuring rigorous follow up
2. Act on behalf of and/or represent the CEO through written communication and in internal and external interactions
3. Manage a timely and clear communications flow and work with the communications team on preparation of speeches and presentations
4. Prepare and coordinate context, logistics and agenda for key meetings including leadership and all-staff meetings
5. Organise Council and General Meetings ensuring all logistical arrangements are delivered and communicated with participants together with taking minutes of the meetings.
6. Personally action tasks on behalf of the CEO.
7. To be a point of contact to support trustees as necessary and liaise with the President’s EA/PA to ensure key EI commitments are planned for, pulling together briefings etc.
8. Manage the CEO’s diary and organise logistics as required and greet visitors to the CEO
9. Be first point of contact for volunteers leading Branch and Young Professionals Networks and chairs of committees providing guidance and support for the proactive management and recognition of EI’s volunteer community.

Nature and scope

As Executive Assistant you will have direct line responsibility to the CEO and be expected to achieve objectives and relevant standards for your position and reflect the values of integrity, know how, forward-thinking and collaboration day to day. You will also work in accordance with the EI’s policies, procedures and practices inclusive of H&S at work and Equal Opportunities.

You will work with the CEO and FD to ensure good governance practice centrally, across branches and country offices, and be familiar with the work and requirements of relevant bodies including the Charity Commission, Privy Council, Licensed bodies, and third party professional advisers to the EI.

You will liaise and engage with other Professional Engineering organisations, energy-related trade associations and as necessary to facilitate and progress the CEO’s workstreams.
You will support the CEO to develop and embed diversity and inclusion good practice across the EI and its activities. You will also contribute to the work of the PowerFu1 Women initiative and support the CEO’s workstream as a board member and leader on the Energy Leaders’ Coalition designed to accelerate D&I across the energy sector.

You will be the first point of contact for trustees and leaders of all volunteer networks within the EI providing assistance and guidance as they require to support their development and progression. You will also lead on the coordination of recognition of volunteers working with staff across the EI to implement actions. You will support the CEO to develop and implement plans to increase capacity and capability of our volunteer networks, leading on regular volunteer communications and oversight of relevant webpages/social media.

Your work will require you to build positive, strong working relationships across the EI and at all levels, being familiar with the roles of individuals, the operation of EI systems to determine who to go to and how to best progress the tasks in hand. You will act as a sounding board to staff to provide feedback on submissions and information to aid management decisions.

You will actively participate in appraisals, team meetings and in meeting your self-development needs and undertake any other duties necessary to this post as delegated by the CEO.

Aide memoire: tasks to include: SLT and all team meetings, ELC meetings, Council, Nom Co, GMs, YPN, Branches. Code of Governance updates and maintenance, Honours and Awards prep and management, Council elections.

Person Specification

- Undergraduate degree education or equivalent
- Able to work confidentially, with discretion and diplomacy
- Able to interact at C-Suite/senior level and with a wide range of other stakeholders
- Systematic and enjoys problem solving project management
- Strong communicator
- Team worker and flexible self-starter
- Strong organisational and time management skills
- Able to work quickly and accurately under pressure with an eye for detail
- Quick to analyse and assimilate information
- Quick to learn about context, business issues and interpret support CEO will require
- Strong administration and IT software and system skills Office 365 (powerpoint for presentations, word for formatting, mailmerge, excel for data analysis, outlook for mailbox management0, CRM systems, web editing, twitter, Instagram, linked in.
- Energy knowledge or an interest to develop it.