

## JOB DESCRIPTION

<b>Job title:</b>	Executive Assistant to CEO
<b>Main purpose of role:</b>	<p>The Executive Assistant provides high-level administrative support to ensure the CEO's time and priorities are effectively managed. The postholder will serve as a key liaison between the CEO and internal/external stakeholders ensuring clear communication and follow-up on critical initiatives.</p> <p>Key responsibilities include the coordination of diaries, scheduling meetings, organising travel arrangements, managing and drafting correspondence, supporting strategic projects, preparing reports and presentations, minute taking, and handling of confidential information with discretion.</p> <p>The postholder will also act as the Clerk to Council (the society's Board of Trustees) and will be responsible for the preparation of agenda papers, recording minutes and supporting governance compliance.</p>
<b>Department:</b>	Operations
<b>Responsible to:</b>	CEO
<b>Responsible for:</b>	N/A
<b>Based:</b>	Hybrid
<b>Salary:</b>	<p>Starting salary: £32,597– £38,220 depending on experience.</p> <p>Salary reviews apply.</p>
<b>Benefits:</b>	<ul style="list-style-type: none"> <li>▪ Flexible working hours</li> <li>▪ Ethical pension scheme (5-7% employer contribution)</li> <li>▪ Employee assistance programme and health cashback scheme</li> <li>▪ Death in service benefit</li> <li>▪ 28 days leave + 8 bank holidays (25 days annual leave &amp; 3 closure days)</li> <li>▪ Cycle to work scheme</li> <li>▪ Animal companion compassionate leave</li> <li>▪ Climate perks policy (up to 6 days additional paid time off when choosing sustainable transportation for foreign holidays)</li> </ul>
<b>Contract term:</b>	Permanent
<b>Hours:</b>	<p>37.5 hours per week (flexible working considered)</p> <p>Out-of-hours working will be required to meet critical business needs.</p>
<b>Date of issue:</b>	November 2025

## **DUTIES AND RESPONSIBILITIES**

### **Executive support to CEO:**

1. Manage the CEO's diary and travel itineraries and make the necessary travel, accommodation and event booking arrangement for domestic and international travel.
2. Secure speaker and engagement opportunities for external events on behalf of the CEO, liaising with external organisers and internal staff.
3. Coordinate the production of briefing packs, speeches, presentation materials to support the professional delivery of all speaking and engagement opportunities.
4. Work closely with relevant colleagues to proactively horizon scan and recommend external opportunities for consideration by the CEO and SLT.
5. Filter emails and make appropriate referrals to other members of staff or draft responses for approval by the CEO.
6. Support the CEO with the process of purchase requisitions, card transactions and expense claims.

### **Foster good working relationships with key partners, members, and internal staff:**

1. Be the first point of all for external contacts, partners and members wishing to contact the CEO.
2. Update and proactively use internal systems and platforms to ensure business intelligence and record keeping is accurate and ensure reporting information is available by the CEO.
3. Assist the CEO in any follow-up actions from meetings, events and requests.
4. Communicate with the Chair, Trustees and Senior Leadership Team on Council matters outside of meetings.
5. Identify, recommend key contacts and share intelligence for the CEO to engage with to support the delivery of the society's strategic outcomes.

### **Effective organisation and administration of The Vegan Society Council meetings and AGM:**

1. Support the CEO and Chair with the preparation and distribution of agendas, papers and convene meetings as required.
2. Take minutes indicating timescales for action and who is responsible for the agreed actions.
3. Circulate draft and approved minutes to the members of Council and Senior Leadership Team within the timescales agreed.
4. Follow-up on agreed action points with those responsible and provide updates to the Chief Executive and Chair.
5. Assist with the planning and delivery of the Annual General Meeting.

### **Management of information and documentation:**

1. Maintain records including contact details of Trustees, terms of office and changes to membership details.
2. Support the management and communication of open and transparent vacancy filling processes and efficient procedures for election and appointment.
3. Assist with the management of Trustee elections as required.
4. Maintain governing documents including minutes, record of training, skills matrix, register of interest and Council correspondence.

**General:**

In addition to the responsibilities above, all staff are expected to:

1. Adhere to The Vegan Society's policies on Equality & Diversity, Health and Safety and Acceptable Use.
2. Always maintain data protection and confidentiality.
3. Observe health and safety procedures and always work safely.
4. Contribute to the overall ethos, work and aims of The Vegan Society and maintain good communication with all stakeholders.
5. Be responsible for your own continuing self-development, undertake training as appropriate to the working environment and location, and developments in your role.
6. Present a positive personal image, contributing to a welcoming environment and treat all users with courtesy and consideration.
7. Undertake any other duties as required by your manager to meet the changing needs and demands of The Vegan Society.
8. Attend organisational meetings as required.
9. Positively and actively promote The Vegan Society and its values.
10. Conduct yourself with professionalism, tact, and diplomacy at all times as a representative of The Vegan Society.

This job description is provided to assist the post holder to know their principal duties. It may be amended in consultation with the holder without change to the level of responsibility or remuneration appropriate to the post. The job description is not exhaustive, and you may be asked to carry out additional tasks which are appropriate to your job role, as required by your line manager.

**Data Protection:**

During the course of your employment, The Vegan Society is required to tell you about the personal data that we collect about you and what we do with that information, including how we use, store, transfer and secure your personal data. You shall at all times comply with all relevant data protection legislation and all obligations imposed on you under The Vegan Society's data protection policy and privacy notice from time to time in force.

**It is a condition of your employment that, as far as is possible and practicable, you adhere to a vegan diet and lifestyle.**

## PERSON SPECIFICATION

Job Title:	Executive Assistant to CEO	
ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications/ Experience:	<ul style="list-style-type: none"> <li>▪ Proven experience in an executive assistant role at CEO or Director level.</li> <li>▪ Experience of supporting CEO or Director level and managing confidential information.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Previous experience in a not-for-profit or mission-driven organisation.</li> </ul>
Skills/Experience and Abilities:	<ul style="list-style-type: none"> <li>▪ Demonstrated experience in preparing Board papers, agendas and minutes.</li> <li>▪ Experience of coordinating complex diaries and travel arrangements.</li> <li>▪ Experience of managing confidential information.</li> <li>▪ Exceptional organisational and time management skills.</li> <li>▪ Ability to manage multiple priorities under pressure.</li> <li>▪ Strong written and verbal communication skills.</li> <li>▪ Attention to detail.</li> <li>▪ Strong interpersonal skills with the ability to build effective relationships with senior stakeholders.</li> <li>▪ Experience of working with external partners, sponsors and suppliers.</li> <li>▪ Discretion and integrity in handling sensitive information.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Understanding of charity commission.</li> </ul>
Knowledge:	<ul style="list-style-type: none"> <li>▪ Competence in Microsoft 365 applications.</li> <li>▪ Knowledge of event technology platforms such as Eventbrite, Zoom, Team, webinar platforms.</li> <li>▪ A good understanding of governance and Board procedures.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Knowledge of governance frameworks and compliance requirements</li> </ul>

<p><b>Personal Attributes and Qualities:</b></p>	<ul style="list-style-type: none"> <li>▪ Professional, proactive and adaptable.</li> <li>▪ High level of confidentiality and trustworthiness.</li> <li>▪ Calm under pressure and solution-focused.</li> <li>▪ Strong interpersonal skills and emotional intelligence.</li> <li>▪ Excellent judgement.</li> <li>▪ Strong work ethic and reliability.</li> <li>▪ Attention to detail.</li> <li>▪ Committed to organisational values.</li> </ul>	
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