



Job Description

Title of job: Executive Assistant to the CEO

Salary: £27,116 (pro rata)

Location: Hybrid working between home and head office in Royston

Hours: 20 hours per week

Contract: Permanent

Reports to: CEO

Company information:

NESSIE IN ED CIC aims to provide support for children and young people's emotional and mental health by providing a range of therapeutic services; being based in educational settings; supporting families; supporting staff and linking closely with other services and the national agenda.

We are a people first, not for profit organisation who value diversity.

Purpose:

NESSie has grown by 210% over the last two years and service demand is increasing. This exciting role at a time of growth offers an exceptional opportunity to make a big difference to the smooth-running and strategic development of this impact driven organisation, and for the right person will lead to further career development in a senior leadership role.

Reporting to:

Chief Executive Officer of NESSie

Main duties and responsibilities

- Supporting the CEO with administration and project-management tasks including, but not restricted to, event operations, streamlining administrative processes and procedures, assembling reports and assisting with tender applications.
- Working with the CEO to help identify and develop prospective strategic business opportunities that complement current services and which would contribute to the achievement of organisational objectives.
- Supporting the co-ordination of online and face-to-face training events including scheduling, uploading and managing bookings on the event management system, acting as a key point of contact for event bookers and liaising with the Digital Marketing Assistant on publicity and promotion.

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- When other staff are away from the office, responding to phone and email enquiries, adhering to established policies at all times.
- Assisting with hosting larger events when needed.
- Attending staff and team meetings.
- Undertaking any other duties as may reasonably be expected.

General:

- To contribute to the development of best practice within the service.
- To maintain up-to-date knowledge of legislation, national and local policies and procedures in relation to Mental Health and Primary Care Services.
- All employees have a duty and responsibility for their own health and safety and the health of safety of colleagues, patients and the general public.
- All employees have a responsibility and a legal obligation to ensure that information processed for both patients and staff is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
- It is the responsibility of all staff that they do not abuse their official position for personal gain, to seek advantage of further private business or other interests in the course of their official duties.
- It will be the duty of every employee while at work to take reasonable care for the Health and safety of themselves and of other persons who may be affected by their acts or omissions at work

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Knowledge, experience and training

Equal opportunities

- Demonstrate a commitment to equal opportunities and anti-discriminatory practice.

Work experience

- Project management experience
- Some previous experience of working within an administrative role
- Knowledge of Education or public health services within the region would be an advantage but is not essential

Skills

You'll need to demonstrate that you have:

- Excellent organisational skills

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- Strong written and verbal communication skills
- Numeracy skills
- Ability to work as part of a team or on your own
- Excellent interpersonal skills
- IT proficiency, particularly in Microsoft Office and Teams
- Ability to multitask, to prioritise tasks and be both reactive and proactive
- Event management skills
- Report formulation and basic analysis skills

Professional Development

NESSie is committed to supporting their staff with ongoing learning, development and career development.

Criminal Records Bureau

Please note that additional information referring to the Criminal records Bureau is in the guidance notes on the application form. If you are invited to an interview, you will receive more information.

Probation

There will be a three-month probationary period when the appointment will be reviewed by a panel drawn from the Board.

How to apply

We are committed to equality and diversity and welcome applications from any individual who meets the job description and is interested in joining our organisation.

Please complete the job application available on our website www.nessieined.com and return it to info@nessieined.com

If you would like to have an informal discussion about the role please email our CEO Rachel Lambie at rlambie@nessieined.com

- Application closing date: Friday 30 September
- Invitation for interview: You will hear if you have been shortlisted for interview by Friday 7 October
- Interviews for successful applicants will be held on Wednesday 12 and Thursday 13 October

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