



Executive Assistant to the CEO

20 hours per week

Hybrid working between home and head office in Royston

Salary: £27,116 (pro rata)

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

Key Duties and Responsibilities:

- Supporting the CEO and Operations Manager with administration and project-management tasks including, but not restricted to, event operations, streamlining administrative processes and procedures, assembling reports, consolidating data and assisting with tender applications.
- Working with the CEO and Operations Manager 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.
- 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.

Helping children and young people thrive

NESSie IN ED CIC. Company registered in England & Wales number: 11719406



What do you need to be able to perform this role

Experience:

Description	Essential or Desirable
Project management experience	Essential
Previous experience of working within an administrative role	Essential
Knowledge of Education or public health services within the region	Desirable

Behaviours / skills:

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