



Job Description

Title of job: Executive Assistant to the CEO

Salary: £27,116 (pro rata)

Location: Hybrid- two days per week in the Royston office (Wednesday plus one other day)

Hours: 37 hours per week

Contract: Permanent

Reports to: CEO

Company information:

NESSIE IN ED CIC (Nessie) 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% since Covid-19 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.

Reporting to:

Chief Executive Officer of Nessie

Main duties and responsibilities

- Supporting the CEO through key administrative support, project management, and employee collaboration, enabling the CEO to focus on business growth and strategy.
- Client management, dealing directly with commissioners, schools and partners, and assisting with all external relationship management.
- Client reporting, assisting with annual, quarterly and monthly data analysis and reporting, and all 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.
- Inbox management, responding directly to emails and other correspondence where appropriate, alleviating pressure on the CEO and Operations Team

Helping children and young people thrive

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



- Organising and attending board meetings and staff meetings
- Organising staff training and conferences, and assisting with all external communications (including advertising and proof-reading documents)
- 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

Work experience

- Project management experience
- Data analysis and reporting
- Previous Executive Assistant or PA experience
- 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:

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

Equal opportunities

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

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.



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 online [Nessie Application Form](#) and attach a CV and cover letter outlining how your experience meets the requirements of the Job Description and Person Specification

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: 5pm on Wednesday 13th December 2023
- Invitation for interview: You will hear if you have been shortlisted for interview by 5pm on 15th December 2023
- Interviews for successful applicants will be held on Monday 18th December and Tuesday 19th December 2023