



## **Executive Assistant to the CEO**

37 hours per week

Hybrid working between home and head office in Royston

Salary: £27,116 (pro rata)

### **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

### **Key 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
- 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.

*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:

<b>Description</b>	<b>Essential or Desirable</b>
Project management experience	Essential
Data Analysis and Reporting	Essential
Previous PA or Executive Assistant experience	Essential
Knowledge of education or public health services within the region	Desirable

### Behaviours / skills:

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