

## Job Description

**Job Title:** Executive Support Officer

**Reference:** UK100J47

**Salary:** £27,000

**Hours:** Full time, 1 year fixed term contract (extension subject to funding)

**Location:** Virtual but the postholder will be expected to work from the UK100 London office at least two days per month. Some travel around the UK may be required.

Are you passionate about tackling climate change and supporting the development and growth of a dynamic organisation? Do you have experience of supporting an executive team and delivering unique, engaging and collaborative events? Then you could be UK100's new Executive Support Officer.

This unique position offers an exciting opportunity for an individual with exceptional organisational skills and a passion for both executive support and event management. The successful candidate will play a pivotal role in ensuring the smooth functioning of executive operations while also contributing to the planning and execution of a diverse range of events from small meetings to large-scale conferences.

If you enjoy a challenge, having a diverse workload and being part of a close-knit team then join us in this unique role.

A background in local government, politics and/or the charitable sector would be beneficial.

**Equity, Diversity and Inclusion:** UK100 is actively taking steps towards developing new opportunities for people from an array of backgrounds, ensuring that everybody has an equal opportunity and is not treated differently or discriminated against because of their characteristics. UK100 values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way. The postholder will be expected to echo and support this. This can be found on the UK100 website [here](#).

**Key responsibilities:**

- Manage the diary, external meetings and travel arrangements for UK100's Chief Executive and Senior Leadership Team. Coordinate executive communications, responding to emails and interfacing with external contacts where required. Ensuring relevant communications are recorded via UK100's CRM database.
- Proactively facilitate communication between teams and manage general email enquiries to UK100 and the CEO.
- Prepare meeting agendas, collate papers, take minutes and manage action tracker for Senior Leadership Team meetings and UK100 Board meetings.
- Deliver general logistics support of key UK100 events of all sizes, from small meetings to large-scale conferences. Working with the project teams to support on planning, scheduling and coordinating events including but not limited to; roundtables, webinars, conferences and our annual Parliamentary Reception.
- General administrative support for UK100 core team meetings, planning, coordinating, note-taking and follow-up.
- Support and comply with UK100's guidance on branding, tone of voice and key messages, positively contributing towards raising UK100's profile
- We are a small team. Ad hoc duties will thus arise, and every team member is expected to support the team efforts.

### **Place in organisational structure:**

The post holder will:

- Report to the Chief Operating Officer

### **Key relationships:**

Internal:

- Chief Executive Officer
- Chief Operating Officer
- Director of Advocacy & Engagement

External:

- Relevant business and corporates
- NGO's and partner organisations
- Parliamentary and local government officers
- Relevant Local Authority officers

### **Benefits:**

- Competitive salary
- 25 days annual leave (plus statutory bank holidays)

- An additional 3 days paid leave over Christmas period
- An additional 2 days of paid leave per year to volunteer
- Subsidised gym membership
- Enhanced pension offering & access to professional pension advice
- Competitive Parental Leave policies
- Opportunity to request a Sabbatical after 1 year of service
- Company MacBook Air
- Work from home allowance
- UK100 supports flexible working arrangements
- Mental Health first aider

**Special Note:** This job description does not form part of the employment contract but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and consultation with the post holder.

Applicants must have the right to work in the UK.

**Compiled by:** Chief Operating Officer

**Date last revised:** February 2024

### Person Specification Criteria

Knowledge	- Executive Support: understanding best practices for supporting executives and senior leadership teams. This includes knowledge of scheduling, travel arrangements, communication protocols, and confidentiality requirements.
Experience	<ul style="list-style-type: none"> <li>- Diary management in a fast-paced environment with competing priorities and the ability to manage multiple tasks effectively.</li> <li>- Organising in-person and online events managing high-profile stakeholders including politicians and senior executives.</li> </ul>
Skills and abilities	<ul style="list-style-type: none"> <li>- Excellent organisational skills with the ability to prioritise tasks, manage time effectively, and meet deadlines consistently.</li> <li>- Exceptional interpersonal skills, with a high level of professionalism, tact, and discretion.</li> <li>- Strong communication skills and ability to maintain effective relationships</li> </ul>

	- Digital literacy, experience with G-suite, Zoom and Excel preferable or a quick learner.
Other	- Committed to the vision of UK100, with a motivated, can-do attitude.

**Closing Date:** 21st March

**Interviews:** 1st interviews will be held virtually in week commencing 25th March

**Application Details:** Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: [jobs@uk100.org](mailto:jobs@uk100.org)