



**Executive Assistant to the Chief Executive**

**£33,053 - £36,243 per annum inc. Inner London Weighting**

**37 hours per week**

**Angel Gate, Islington, EC1V**

We are looking for a motivated and experienced individual with an excellent track record as a personal or executive assistant at CEO level. This is a very exciting (and busy) time to be joining Family Action, as we launch our ambitious plans to mark our 150<sup>th</sup> Anniversary in 2019 to celebrate our history and work.

Family Action is a great place to work and we were recently awarded an accreditation from Best Companies as a reflection of “very good” levels of employee engagement. In addition, we recently placed on the Sunday Times Best 100 not-for-profit organisations to work for 2018. In recent years we have created an organisational atmosphere that is forward-looking, entrepreneurial and focused on impact and excellence. We want talented, creative, motivated people to join us and make us even better.

The successful candidate will be highly organised with strong administration, people and project management skills. The ability to work to tight deadlines and to multitask is essential. An effective communicator, you will be comfortable interacting with staff, senior politicians and board members alike – and have a real passion for providing a full personal confidential support role to the Chief Executive. This includes being the first contact for visitors, liaising with internal and external stakeholders and using initiative to deal with matters as they arise.

You must have strong attention to detail and be computer literate, with a working knowledge of Microsoft Office, including Outlook. You must possess good communication and interpersonal skills and be able to organise and prioritise your own work.

An ability to work under pressure, exceptional resilience, a calm approach and a sense of humour will all help to provide the blend of personal attributes that will get you the job.

We are a people focused, can-do organisation that strives for excellence in all we do and operate with mutual respect. If you also share these values then we want to hear from you.

**Please email your application to: [completed.application3@family-action.org.uk](mailto:completed.application3@family-action.org.uk)**

**Closing date: 20 April 2018** but applications may be considered on a rolling basis as we receive them.

*Family Action offers good working conditions, a comprehensive training programme and a matched Group Personal Pension Scheme (GPPS). We welcome applications from all sections of the community.*