

Job Profile

Job title	Executive Assistant to CEO
Reporting to	Chief Executive
Employer	Anna Freud
Salary	£45,148 FTE per annum, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working): staff are working onsite for at least 20% of their working hours at our London site (4-8 Rodney Street, London N1 9JH) .
Working hours	Full-time (35 hours per week): usual working hours are Monday to Friday, 09:00-17:00. Flexible working is possible.
Holidays	27 days plus Bank Holidays FTE
Term of contract	Permanent

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

This newly created role will provide executive administrative support specifically to the recently appointed CEO and indirectly to the wider Executive team of Anna Freud. This exciting position's work will extend across the charity as well as reaching out to external stakeholders; it will be pivotal to the effective and efficient working of its strategic leadership function.

The post-holder will be a highly organised individual with a demonstrable track record of providing excellent executive assistance, with the organisational, communication and interpersonal skills necessary to undertake a key coordinating and supporting role for Anna Freud's Executive, Trustees and Committees.

Acting with tact and diplomacy at all levels, the post-holder will have the ability to maintain a high degree of confidentiality and make sound administrative, project and process decisions. Using their knowledge of the organisation's work and structures to make appropriate connections will enable them to ensure that people have the right information at the right time. Outstanding organisational and time management skills, a methodical, efficient approach, and a real attention to detail are obvious essentials for this role.

Main responsibilities of the role

- Provide a professional, comprehensive and high-quality executive support to the CEO, including time, diary and email management, travel and accommodation arrangements, expenses, event planning, organising and providing support to meetings, drafting appropriate correspondence and document production;
- Play an effective and appropriate role as the primary point of contact for the CEO's office. Deal with incoming emails and other communications. Coordinate all queries into the CEO's office by working with the Executive team and other staff to ensure appropriate and timely responses;
- Support the CEO to manage appointments with their direct reports and track workstreams and necessary follow-up;
- Manage and respond to the organisation's requests for public and speaking engagements, in consultation with the CEO and relevant senior managers, and identify appropriate representatives as required;
- To ensure that the CEO is appropriately prepared for all meetings, events and discussions; collating information for briefings, presentations and reports in liaison with the Executive, Communications, and Research teams;
- Support the CEO in the delivery of internal communications by working closely with relevant colleagues;
- Fully service regular management meetings and have responsibility for the quality of the administrative arrangements by proof reading, formatting and collating papers and reports, preparing agendas, taking minutes and chasing up action points;

- Organise and manage the CEO's contact with the chair, vice chair and trustees as required, including the arrangement of regular catchups between the CEO and chair and provide any ad hoc support for the non-Executive members in their role as members of the Board and/or committees;
- Providing project administration support and management of discreet pieces of work relating to the executive office, in line with organisational policies;
- Communicating with internal and external stakeholders on behalf of the executive team and maintaining excellent relationships;
- Support the CEO at events as required.

All employee responsibilities:

- Maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- Complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview)
Experience and/or knowledge	
Extensive experience of providing executive assistance, secretarial or administrative support to individuals or a team, with experience of a Senior PA role at Board or Trust level or equivalent	Application/Interview
Extensive experience of stakeholder management - experience of liaising effectively with a variety of individuals, organisations, and service providers at all levels resulting in good relationship building and communication skills	Application/Interview/Task
Experience of researching and preparing high quality reports, presentations, letters and other documents	Application/Interview
Solid understanding of the work of Anna Freud and its mission	Interview
Skills and/or abilities	
Excellent organisational skills, including time management, to proactively ensure all work is completed in time to meet the CEO's needs	Application/Interview
A keen eye for detail and high standards of diplomacy at all times, including whilst working under pressure	Interview
Ability to maintain confidentiality and act with discretion to protect the integrity of the CEO and Anna Freud at all times	Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not

be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.