

Executive Assistant

Job description

Together we are help and hope for everyone living with dementia



Who we are

Dementia is the UK's biggest killer. One in three people born in the UK today will develop dementia in their lifetime.

At Alzheimer's Society, we're the UK's leading dementia charity and the only one to tackle all aspects of dementia by giving help and hope to people living with dementia today and in the future. We give vital support to people facing the most frightening times of their lives, while also funding groundbreaking research and campaigning to make dementia the priority it should be.

Together with our supporters, we're working towards a world where dementia no longer devastates lives.

Our values

Our values tell everyone who we are as an organisation.

Our values make sure that our focus is clear for the challenges and opportunities ahead and remind us of what we all stand for.

Our values are evident in everything we do, how we do it and how we work together.

These are not just words on a wall, we live these every day in all our work. We are determined to make a difference when and where it matters most, by being passionate, focussed and making a lasting impact for people affected by dementia.



Determined to make a difference

We're passionate, we're focused and we make a lasting impact for everyone living with dementia.



Trusted expert

We're listening, we're learning and we use experience and evidence.



Better together

We're open, we combine our strengths and we achieve more together.



Compassionate

We're kind, we're honest and we don't shy away from challenges.

Through our values we will make the greatest difference for people affected by dementia. Whether you are someone living with dementia, a family member or carer, a supporter, a donor, a colleague from another organisation, an employee or a volunteer, these four values will shape your experience with Alzheimer's Society.

Executive Assistant

Position in the organisation

Reports to the Chief Operating Officer.
Part of our Chief Operating Officer's Directorate.

Purpose of this role

At Alzheimer's Society we are advisors, supporters, fundraisers, researchers, influencers, communicators, technical specialist and so much more. We are volunteers, we are employees, and together we are here to make a difference to the lives of people with dementia and their carers.

This role will provide seamless, executive level assistance and support to the Chief Operating Officer, exercising tact, diplomacy, strategic understanding, and communication skills. This role will be required to maintain a high level of confidentiality and discretion in all areas of work.

This role will be responsible for personal assistance: the coordination of a confidential calendar, inbox and travel management, meeting, and event requirements, and ensuring the effective use of the COO's time.

This role is also responsible for executive support: responding to correspondence on behalf of the COO, writing papers and presentations, proactively managing the COOs internal and external profile, compiling reports, proactively managing external relationships and networks - maintain a high-level of organisational, sector and stakeholder knowledge to enable exceptional responses.

We are looking for someone who exemplifies our values, someone who is: **Determined to make a difference** when and where it matters most. **A trusted expert** who believes in working **Better together** and demonstrates true **Compassion**.

Key accountabilities and responsibilities

- Manage the COO's personal and Directorate profile through developing and maintaining exceptional and credible relationships with external donors, supporters, celebrities, corporates, and internal colleagues.
- Provide sign-off on press releases and media statements. Draft responses to external requests for advice, information, concerns, and complaints from directors, donors, supporters, and other stakeholders, negotiating actions required across the organisation.
- Deliver research and draft reports/papers for executive meetings and events (Board of Trustees, Committees, ELT/SLT, sector conferences). Source, coordinate, and reformat briefings and data from multiple teams, ensuring the COO has required information when needed.
- Manage all correspondence in/out of the COO's office, using initiative and sound judgement to determine what requires independent response, team input, or COO involvement.

- Prioritise and agree which speaking requests, meetings, and opportunities the COO accepts. Oversee planning and delivery of leadership meetings to make them as effective as possible (preparing agendas, taking minutes, summarising actions, next steps, and accountabilities).
- Independently coordinate and ensure smooth delivery of Directorate events, development programmes, and away days — managing logistics, communications, securing speakers/coaches, stakeholder engagement, and evaluating sessions.
- Coordinate recruitment for senior roles (ELT, SLT, Heads of, Board), working with our internal talent acquisition team and/or executive recruitment agencies to draft materials, plan processes, manage interview panels, candidates, and involve people living with dementia.
- Support the COO on organisational and Directorate-wide projects to deliver aims and objectives. Enable effective fulfilment of commitments to key strategic/sector networks, including external trusteeships.
- Provide effective organisational support: manage diary and time effectively, remain proactive and forward-thinking to stay ahead of the COO's needs ensuring they are met continually and within good time. Oversee travel/accommodation/hospitality and process contract/service payments.
- Take and distribute meeting minutes with actions (often delivering actions on behalf of the COO) and handle sensitive/confidential administration using sound judgement to continuously evolve processes and resolve issues.
- Work collaboratively with Business Managers, Executive Assistants, and Associate Directors' Personal Assistants.
- Undertake other duties or projects commensurate with the post as required.

We are looking for someone who can...

- Adhere to all the Society's service standards, policies and procedures.
- Comply with the data protection regulations, ensuring that personal information remains confidential.
- Be responsible for personal learning and development, to support the learning and development of others and the whole organisation.
- Work in a manner that facilitates inclusion, particularly of people with dementia.
- Implement the Society's health and safety policy and procedures, ensuring that all practices and procedures are undertaken in accordance with a healthy and safe working environment and that all staff and volunteers for whom you may be responsible are aware of their responsibilities in respect of their role, monitoring data and recommending action as required.
- Administrate and organise own work to ensure that it is accurate and meets quality targets, reasonable deadlines, and reporting requirements.

- Follow the Society's management information guidelines and requirements, including ensuring appropriate monthly measures on service usage levels are collected and submitted on the services database or other systems in accordance with deadlines.

Person specification and selection criteria

Skills & knowledge	Application (A) or Interview (I)
Experience of working with C-Suite or Executive Directors.	A
Experience of extensive diary and correspondence management, including producing minutes, action lists and meeting summaries.	A
Excellent presentational and written communication skills, able to produce high-quality speakers notes, presentations, event content, letters, reports and other documentation.	A
Excellent organisational skills with the ability to arrange/co-ordinate meetings, conferences and events, and to plan, prioritise and deliver to tight timescales.	A
Experience of external profile raising, relationship/network management and the ability to influence stakeholders, including senior leaders inside and outside the Society.	I
Experience of co-ordinating the work of others and influencing at all levels, including 'upwards' and with senior leaders inside and outside the Society.	I
Computer literate, with thorough knowledge of Microsoft Office, particularly Outlook.	A
Ability to handle sensitive and confidential information in line with the Society's rules and policies.	A
Sector/specialism knowledge to understand the context of the work the COO delivers to contribute to it would be desirable but not essential.	I

Competencies & personal attributes	Application (A) or interview (I)
Excellent interpersonal skills and confident approach in dealing with a wide range of colleagues and stakeholders.	I
Ability to create, develop and nurture strong, trusting working relationships, with internal and external colleagues.	I
Be a team player, supporting colleagues when there are deadlines, and who knows when to ask for help themselves.	A

Be a self-starter and incredibly motivated.	I
Excellent organisational and timekeeping skills.	A
Excellent attention to detail.	A
Non-judgemental communication.	I
Commitment to and understanding of equal opportunities.	I
Understanding of the inclusion agenda and its relevance within a diverse society.	I

Follow us on Twitter and Instagram @Alzheimerssoc and Like us on Facebook or check out Alzheimer's Society YouTube channel [youtube.com/AlzheimersSociety](https://www.youtube.com/AlzheimersSociety)

Our benefits



Financial Security

- Group Personal Pension Plan with Scottish Widows – with up to 8% employer contribution rate
- Life Assurance Scheme – two times your annual salary
- Society Plus and Smart Spending App – giving you unbeatable savings at hundreds of retailers



Health & Wellbeing

- Health Cash Plan
- 24/7 Employee Assistance Programme including online and face to face counselling
- Discounted gym membership with Society Plus
- Lived Experience Networks
- Mental health app and unlimited therapy



Personal Development

- Apprenticeships
- Women in Leadership development programme
- Leadership development programme
- Financial support towards relevant professional qualifications



Family & Dependants

- Enhanced family leave – 16 weeks paid for all parents
- Paid time off work for fertility treatments for both partners
- Paid carers leave
- Paid dependants leave
- Paid compassionate and bereavement leave
- Paid time off work to support those transitioning



Recognition

- Annual people awards
- Long service awards
- Thank you eCards
- Values Hero and Society Legend Awards



Work Life Balance

- Annual leave of 27 days increasing to 30, plus bank holidays
- Career breaks of up to 3 months
- Flexible working
- Wellbeing leave