

Job Title:	Executive Assistant
Reporting To:	Executive Affairs and Governance Manager
Salary:	£31,125 - £39,823 (Band C)
Hours:	37.5 hours per week
Duration:	Permanent
Location:	Mix of home working and office based (office is at Alder Hey, Liverpool)

Job Purpose:	This is an exciting opportunity to join the Charity as an Executive Assistant, providing high-quality support to the Senior Leadership Team and support for the governance functions. You will manage complex diaries, coordinate meetings, and deliver key administrative support in a fast-paced environment. Working closely with senior leaders and the Executive Affairs and Governance Manager, you will ensure deadlines are met, confidentiality is maintained, and operations run smoothly. The successful candidate will be proactive, organised, and resourceful, with excellent communication skills and the ability to prioritise competing demands. This rewarding role offers variety, responsibility, and the chance to make a meaningful impact across the organisation.
Main Duties/Tasks	Executive and administrative support for the Senior Leadership Team • Provide high-quality, proactive executive and administrative support to the Senior Leadership Team. This will include supporting the management of complex diaries and inboxes, coordinating appointments and meetings, resolving scheduling conflicts and anticipating requirements and priorities. • Support charity-wide projects, initiatives and working groups, coordinating activity and following up actions as required. • Coordinate meeting arrangements and logistics, including booking rooms and venues, arranging virtual meetings, travel and other requirements as appropriate. • Act as a professional and helpful point of contact for internal and external stakeholders, managing enquiries appropriately and ensuring effective communication and follow-up. • Draft, proofread and format high-quality correspondence and other documents, ensuring accuracy and a professional standard. • Maintain effective electronic filing, record-keeping and administrative systems, ensuring information is accurate, accessible and appropriately managed. Governance Function Support • Support the Executive Affairs & Governance Manager in maintaining effective, well-organised governance processes and delivering governance-related activities

across the Charity and its subsidiary.

- Provide administrative support to the Trustee Board and other Boards, Committees and working groups, including scheduling meetings, coordinating and collating agendas and papers, attending meetings, drafting accurate and professional minutes, maintaining action logs and following up agreed actions.
- Support the maintenance of the annual governance calendar and forward plans, helping to ensure papers, decisions and other governance requirements are completed within agreed timescales.
- Maintain accurate and well-organised governance records and documentation, ensuring appropriate confidentiality and document control.
- Support the coordination of trustee induction, training and development, maintaining appropriate records and helping to plan and organise learning and engagement opportunities.
- Liaise with trustees and other governance stakeholders as required, providing a responsive and professional service.

Event Planning

- Support the planning, organisation and delivery of high-quality internal and external meetings and events, including Manager and Senior Leadership Team meetings, workshops and other events at internal and external venues.
- Coordinate event logistics, including venues, suppliers, attendees, materials, catering, technology and other requirements, ensuring events run smoothly and deliver good value for money.

Stakeholder Engagement and Collaboration

- Build positive and effective working relationships across the Charity and with colleagues at Alder Hey Children's NHS Foundation Trust and other key partners, supporting collaboration and shared organisational priorities.
- Maintain the highest standards of confidentiality, professionalism and discretion when handling sensitive information and engaging with internal and external stakeholders.
- Deliver excellent stakeholder stewardship in all interactions, reflecting the Charity's values and commitment to providing an outstanding experience.
- Act as an ambassador for the Charity, creating a warm, welcoming and professional experience for visitors, trustees, donors, partners and other stakeholders.
- Work collaboratively and flexibly as part of the wider team, providing support across the organisation where appropriate and contributing positively to the Charity's culture and values.

Any other reasonable duties as required by your line manager

Person Specification

	Essential	Desirable
Qualifications, Knowledge and Experience	• Relevant experience of providing high-quality executive or senior-level administrative support, ideally within a complex or fast-paced organisation. • Experience of managing complex diaries, coordinating meetings and balancing competing priorities. • Experience of providing meeting secretariat support, including preparing and coordinating papers, taking accurate minutes and maintaining and following up actions. • Experience of developing and maintaining effective administrative systems and processes. • Strong administrative and organisational skills, with a good working knowledge of Microsoft 365 applications, including Outlook, Word, Excel, PowerPoint and Teams. • Experience of managing and delivering a demanding and varied workload, working to deadlines and responding effectively to changing priorities. • Experience of building positive and professional relationships with a range of internal and external stakeholders. • Experience of drafting, proofreading and formatting high-quality professional correspondence and documents.	• Experience of working within a charity, public sector or other purpose-led organisation. • Experience of supporting Boards, Committees or senior leadership meetings, including taking formal minutes. • Experience of supporting governance processes and maintaining governance records. • Experience of supporting the planning and delivery of internal or external events.
Skills and Attributes	• Commitment to principles of equality, diversity and collaborative working. • The ability to develop relationships with key contacts both inside and outside the Charity. • The ability to work cooperatively with colleagues across the Charity. • Excellent attention to detail and a problem solver. • The ability to communicate with empathy and a respect for confidentiality. • Excellent communications skills, both verbal and written across a range of audiences. • Self-motivated and positive attitude with the ability to work under pressure in a fast-paced environment. • Ability to work in a logical and organised manner and remain focused while adapting quickly to shifting priorities and emerging demands. • Ability to work effectively as part of a team as well as independently. • Understand the necessity of dealing carefully and within data protection legislation, with confidential matters, including handling both personal and business critical information.	
Additional requirements	• Strong interest in working for a children's health charity. • An understanding of and commitment to the values of Alder Hey Children's Charity. • Willingness to get involved with activities across the Charity. • Willingness to occasionally work outside of normal office hours.	

Our Values

Here at Alder Hey Children's Charity, our values guide the way in which we work. By being courageous, working together, being passionate about our work, and making sure that we are creative in what we do, helps us to deliver the support necessary so that our hospital can continue to deliver the very best care for our young patients and their families. Our values are:

Courage: we try new things and take risks to innovate and drive forward new ideas. We have the courage to speak up and take a stance. We are accountable, responsive and responsible. We are unstoppable.

Together: we work together as one team, sharing our knowledge and learning. We work in partnership with patients, families, supporters and colleagues. We are respectful, celebrate diversity and empower each other to achieve our aims.

Passion: we are passionate about what we do and why we do it. We work together to share and grow. We inspire others.

Magic: we are fun, creative and child led. We create special moments, provide little extras and go further for our brave young patients.

In April 2025, the charity adopted a four-day working week policy, meaning staff previously working 37.5 hours a week are now working 30 hours a week to enable a four-day working week. We are confident that by embracing a more flexible and balanced approach to work, we can continue to create a thriving and fulfilling work environment while driving growth and success for our charity.

Note: This job description is intended to outline the general nature and level of work performed by employees within this role. It is not exhaustive and may be subject to change or modification as required by the needs of Alder Hey Children's Charity.

Alder Hey Children's Charity will make every endeavour to make any reasonable adjustments for applicants who require assistance in carrying out their duties due to a disability. Alder Hey Children's Charity is committed to equal opportunities and positively welcomes applications from all sections of the community. Alder Hey Children's Charity is committed to safeguarding children and vulnerable adults.

The post holder will be required to complete an enhanced DBS disclosure check.