

JOB PROFILE: EXECUTIVE ASSISTANT

Role:	EA to Director of Resources and Director of Technology	Date profile last reviewed:	December 2025
Name:		Reports to:	Director of Resources (DRes) / Director of Technology (DT)

MAIN SUMMARY OF ROLE:

To provide administrative and business support to the Director of Resources (DRes) and Director of Technology (DT). This involves having a comprehensive understanding of directorate business plans, priorities and deadlines and a focus on actively managing ELT and Committee engagement. It is essential to understand the connection with, and impact of, activity in other directorates in the Fund. Business support will include document preparation, records management, time scheduling and project coordination. The ability to communicate and interact with external stakeholders including those at senior level is essential. A high level of discretion to support members of the Executive Leadership Team (ELT) is essential.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

Director Resources:

- Plan, organise and prioritise the Director's work schedule so that all tasks are carried out in time and in line with deadlines, including agreed actions from Trustee and ELT meetings.
- Appropriately manage and action all correspondence relating to the Director's day-to-day responsibilities and be a point of contact for enquiries directed at DRes.
- Foster and maintain strong relationships with key external stakeholders including the SPF trustee, auditors, investment managers, and banking organisations, acting as a point of contact for DRes and providing administrative support where needed.
- Proactively support DRes in driving effective communication and engagement with the Trustees on the Finance, Audit & Investments Committee (FAIC).
- Act as the secretary for the FAIC and organise and coordinate quarterly committee meetings, including preparation of the agendas, minute taking, circulating action notes and monitoring the execution of agreed actions.
- Act as the secretary for the Remunerations Committee (RemCo), organising and coordinating the annual meeting, including preparation of the agenda, minute taking, circulating action notes and monitoring execution of agreed actions.
- Produce documents and papers relating to DRes and the wider Resources directorate including committee/board papers, policies and business cases.
- Provide coordination, monitoring and communication of projects, including audits, that DRes is responsible for to ensure that activities are completed as scheduled promptly.
- Support the planning, drafting and execution of the Annual/Impact reports project, ensuring alignment with the annual external audit timetable.
- Support the Directors in the production of papers to support decision making including the Board of Trustees, Sub-Committees, and Management Board.
- Collate, proof-read and distribute papers as required by DRes for submission to the Board of Trustees, Committees and Management Board.

- Plan and organise occasional social events for the Resources Directorate.
- Collate and process credit card/ personal expense claims.
- Work collaboratively with the internal EA network to ensure business outputs are met whilst maintaining coherence across the Fund.
- Provide EA cover to Chief Exec and other Directors where required.

Director Technology:

- Plan, organise and prioritise the Director's work schedule so that all tasks are carried out in time and in line with set deadlines, including agreed actions from ELT and Trustee meetings.
- Engage with, and be a point of contact, between the Director and key internal and external stakeholders.
- Assist with maintaining the relationship with the outsourced MSP, MSSP and Data Protection provider, ensuring execution of planned work and acting as a point of contact between colleagues and the outsourced organisation.
- Pro-actively help to manage the Director's diary to include setting up internal and external meetings, including 1-1s and team meetings.
- Proof-read and distribute papers as required by the Director for submission to the Board of Trustees, Committees and Management Board.
- Support the Directors in the production of papers to support decision making including the Board of Trustees, Sub-Committees, and Management Board.
- Collate and process credit card and personal expense claims.

COMPETENCIES

<u>Essential</u>	<u>Desirable</u>
• Planning and Organising • Following Instructions and Procedures • Relating and Networking • Writing and Reporting • Coping with Pressures and Setbacks • Adapting and responding to change	• Working with People • Presenting and Communicating Information • Adhering to Principles and Values • Persuading and Influencing • Applying Expertise and Technology • Learning and Researching

QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE

Academic or Professional Qualifications (or equivalent):

<u>Essential</u>	<u>Desirable</u>
• Educated to A Level Standard or equivalent or qualified by experience	• Professional body qualification

Knowledge/ Experience:

<u>Essential</u>	<u>Desirable</u>
• Proven ability as an Executive Assistant or Personal Assistant to a senior executive • Administrative experience • Experience of working in a team • Stakeholder engagement and management	• Experience of working in a charity or military or civil service environment

Skills/Abilities:Essential

- IT literate: Microsoft Suite
- Able to set deadlines and work to them
- Interpersonal skills
- Proactive, positive and creative attitude to problem solving
- Minute taking
- Strong communication skills; written and verbal

Desirable

- Able to influence senior visitors to the Fund in a positive light, including corporate guests, beneficiaries and Trustees.

Other Requirements:

- Travel to other Fund locations in the UK (as appropriate).
- Occasional evening and weekend work in support of events.

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date