

Job Title: Executive Support Assistant
Location: Aspire House, Eastleigh, SO50 9PX
Working Hours: 30 hours per week, 12-month Temporary Contract as Maternity Cover
Working Pattern: Office based.
Salary: £22,842 per annum

Vocational Training Charitable Trust (VTCT) is the UK's market-leading specialist vocational and technical Awarding Organisation (AO) and End-Point Assessment Organisation (EPAO). Please go to our website www.vtct.org.uk for more information.

As a diversity-sensitive employer, we are always looking out for exceptional talent to join us from a wide range of backgrounds; so, if you are passionate about education and want to work in a vibrant environment with people who believe in our mission to advance education for the public benefit, please apply and support our charitable objectives.

The Executive Support Assistant works closely with and provides effective PA support the Chief Marketing Officer, delivering administrative support to the marketing team and managing marketing email inbox. The role will also work with the Executive Support and Governance Lead to provide effective and efficient administrative and secretarial support the remaining Corporate Leadership Team, as required.

Our core values can be found on our website: https://www.vtct.org.uk/wp-content/uploads/2022/05/Strategy-2021_v0.25-FINAL-1.pdf

Benefits (*Please enquire if you would like more information about these before you apply*):

- 26 days annual leave, rising to 27 after 2 years. With an extra day for your birthday
- Life assurance 4* salary
- Flexible working arrangements
- Enhanced sick pay benefits and pension contributions
- Retail discount offers
- Cycle to work scheme
- Employee assistance programme
- Wellbeing initiatives and support
- A vibrant array of social opportunities
- Free parking, free tea and coffee and free fruit!
- Healthcare services worth up to £1,400 and access to 24/7 GP services
- Regular massages for office staff
- Wide array of training and development opportunities.

Principal Responsibilities include *(Full job description is available upon request):*

This role is split into four areas: executive support (75% of time), Marketing support (15% of time), and business support (8% of time), and receptionist duties (2% of time).

- As executive support assistant you will provide complex support to the Chief Marketing Officer in terms of; diary management, travel arrangements (including foreign travel), liaising with internal and external sources to convey request, and prioritising the Chief Marketing Officer's email.
- Provide cover for the Executive Support and Governance Lead in supporting the rest of the Corporate Leadership Team as required.
- Taking full and action point minutes for various meetings.
- Preparing presentations, documentations, correspondence, contracts, agreements and board papers and reports.
- Managing the marketing email inboxes.
- Working with the marketing team on projects or campaigns as required.
- Acting as the central contact in the Eastleigh office for internal meeting room bookings, including organisation of the meeting space, hospitality and refreshments, office supplies, and signing external guests into the building.

Though the above will give a flavour of the role, this is a fun, fast-paced position with many moving parts so flexibility and a proactive outlook is appreciated. This role may also include travel with the marketing team to external events in the UK.

Essential Criteria *(as part of our commitment to support people with disabilities, anyone with a registered disability who meets the below criteria will be offered an interview. Please make us aware if this applies to you):*

- Educated up to Level 3 or equivalent, including Level 2 Maths and English.
- 3 years administrative experience within a busy and diverse environment.
- Experience supporting business managers / directors, including minute taking.
- Experience managing multiple calendars.
- Ability to work without supervision and to non-negotiable timeframes.
- Excellent personal and professional presentation.
- Excellent organisation, attention to detail, and time management.
- Clear and effective communication skills across different levels of an organisation.
- Excellent and accurate typing skills.
- Confidence using Microsoft Office 365 (including, Word, PowerPoint, and Excel).

Desirable Criteria

- Membership of a professional executive / personal assistant body (such as EPAA).
- Experience using online travel booking systems.
- Experience using online expenses systems.

Please submit your CV and a covering letter (optional) to recruitment@vtct.org.uk to start the application process. We'll get in touch after the advertising has closed let you know if you have been shortlisted for an interview. If you are not contacted after this time, you should assume you were not successful this time.

Application closing date: 16th February 2024

Interviews may be conducted in the office, but online options are available.