The Meath
Epilepsy Charity
Recognising Ability

# EXECUTIVE & OPERATIONS ASSISTANT

**Term:** 12-month maternity cover
**Salary:** Up To £23,000 per annum (FTE £40,000)
**Hours:** 24 hours over 3 days per week

**Excellent benefits**: Enhanced holiday, enhanced sick pay, free on-site parking, healthcare cash back scheme, free on-site gym, generous pension scheme – employer 7% contribution/employee 5% contribution, Employee Assistant Program, referral program

**Overview:** Are you seeking your next opportunity?
Would you like to join a professional, caring and fun team that specialises in supporting and protecting people living with complex epilepsy and healthcare needs?
The Meath supports people with learning disabilities to live fulfilling lives. Here, at The Meath, we are proud to offer a world of possibilities for the people that we support as well as opportunity, learning and progression to our teams.
The Meath's beautiful Grade II listed manor house, together with the Meath Skills and Enterprise Centre, are all set in landscaped grounds. A few minutes' walk from the centre of Godalming and a stone's throw from Godalming railway station. We are in a superb location, affording easy access to local amenities, whilst also offering peace and tranquillity as required.

**Job purpose:**

We are seeking a highly motivated and organised individual to provide high-quality, professional and proactive executive and governance support to the CEO and Board of Trustees, alongside coordination and administrative support to the Head of Operations.

This role requires excellent organisational skills, initiative, time management and. You will play a pivotal role in The Meath Epilepsy Charity's governance, including servicing of Board meetings, sub committees and key events, taking minutes and ensuring communication of actions out to the relevant owners and monitoring and co-ordinating completion within deadlines.

The role will also support a range of cross-organisational operational activities and projects, requiring close collaboration with Heads of Department, managers, residential teams and other colleagues across The Meath.

In addition, you will co-lead the admissions process for new service users joining our residential home. This includes liaising with families, coordinating tours, and finalizing fee proposals with local authorities or integrated care boards.

**Key responsibilities**

**Essential:**

- Provide administrative support to the CEO, Head of Operations and Board of Trustees.
- Assist with projects, service improvements, audits, governance activities and operational priorities

- First point of contact for prospective new service users at The Meath
- Support the development of digital dashboards and operational reporting, including coordinating information and updates from relevant departments.

- Provide coordination and administrative support to the AI Working Group, including meeting arrangements, actions and project follow-up
- Managing communications and correspondence for the CEO and Chair of Trustees.
- Managing meeting room bookings, refreshments, travel arrangements and payment of expenses.
- Attend meetings, take notes/minutes to circulate to attendees in an accurate and timely fashion.
- Organise conferences/special events/family forums throughout the year.
- Manage and co-ordinate the delivery of the trustee annual report within the desired timescale.
- Support the development of trustee recruitment and manage and oversee the trustee induction programme.
- Help develop, review and improve processes and systems across the organisation.
- Support the coordination and delivery of operational projects, taking on administrative and practical tasks as required.
- Provide flexible support across departments, assisting with new initiatives and organisational priorities where needed.

The post holder will need to be available to attend Board meetings and Committees, which typically take place on Wednesday's. Board meetings are held from 16.00 to 18.30 every other month.

**What we are looking for:**

- Previous experience as an Executive Assistant to C-Level Executives (ideally within the charity or education sector).
- Board management experience
- Excellent organisational skills with strong attention to detail.
- Clear and concise communication skills.
- Ability to prioritise efficiently and work effectively without supervision
- 'Can-do' attitude with the flexibility to adapt to competing priorities
- Resilient with ability to remain calm under pressure
- Strong IT skills
- Proactive and a team player.

**Inclusivity & Diversity:** We recognise that all our colleagues are uniquely different and bring their own originality creativity, and identity to work. We encourage people from all backgrounds to be part of our charity in supporting our inspirational residents.

**Our values are embedded into our culture here at The Meath, designed by our team, and how we live our every day:**
We are **COLLABORATIVE** – We are trusting, We achieve more together, We communicate
We **CARE** – We are person-centred, We are respectful, We are skilled & knowledgeable
We are **PROUD** – We work as a team, We take pride in the people that we support, We take pride in our community
We are **INCLUSIVE** – Everyone is important, Everyone has a voice, Everyone is welcome
We **EMPOWER** – We are creative, We are positive, We support individual development & achievement