

# Executive Assistant

## Job Description

**Reports to:** CEO (with support to the CGO and CTO)

## Company Core Values

---

Widgit's core values are integrity, kindness and quality. Our values underpin everything we do, and we expect you to consider these values in all aspects of your work.

We also believe in using business as a force for good. Widgit is a purpose-driven organisation, and aims to create benefit for all stakeholders (not just shareholders), both now and in the future. We expect you to act with the understanding that we must be the change we seek in the world; our business ought to be conducted as if people and place matter, and through our products, practices and profits, Widgit will aspire to ensure everyone benefits from our output. We are each dependent upon one another and are therefore responsible for each other and future generations.

All members of staff should maintain a positive and considerate attitude in all aspects of their work and in their interactions with others.

## Job Purpose

---

The Executive Assistant will be vital to Widgit as we continue to grow. In this trusted role, the Executive Assistant will have honed strategic writing skills. The primary areas of focus for the Executive Assistant will be in supporting the Executive Team comprising the CEO, CGO, and CTO, as the business strives to achieve its goals whilst planning for the next 3-5 years.

The ideal candidate will have strong emotional intelligence and communication skills, outstanding organisational skills, and impeccable attention to detail. This pivotal role requires a proactive individual who can anticipate the needs of the Executive, uphold the highest level of confidentiality, and facilitate seamless communication.

This role is a partner cover role for the Office Manager when they are on leave, or otherwise not operational.

Terms: 'Executive Team' is used as reference to either the CEO, CTO or CGO, as the role holder will deliver support across the group.

# Key Responsibilities

---

## Executive and project workflow

- Oversee the Executive's administrative workflow, tracking deadlines, priorities, and deliverables to ensure optimal productivity and time management.
  - Supports internal comms strategy delivery for the Executive.
  - Coordinates logistics for leadership team meetings, events, and offsites; manages accommodations, materials, and reservations.
  - Assists with projects and assignments as directed, demonstrating flexibility and adaptability to evolving priorities.
  - Other critical tasks as needed.
- Delivers the necessary Executive administration and business processes and executes them efficiently and effectively.

## Meetings: ensures focus and documentation

- Ensures meeting focus and effectiveness for both internal and external interactions.
  - Schedule, ensuring the right people are present.
  - Creates agendas in collaboration with meeting attendees.
  - Works to define objectives for meetings and communicates them.
  - Prepares any materials required for meetings and engagements, ensuring the CEO is well-informed and prepared for all interactions.
  - Takes comprehensive minutes for meetings, circulating these with next actions, and following up in a timely manner.
  - Captures the output of strategic discussions.
  - Supports the CEO with development cycle documentation for direct reports.
  - As needed, accompany the Executive Team during online meetings, taking detailed notes, tracking action items, and following up on outstanding tasks to ensure timely resolution.
- Manages the Board and AGM meetings
  - Coordinates, schedules, and confirms all meetings with Board attendees.
  - Collates necessary Board packs and ensures provision of these in advance of Board meetings.
  - Records and produces clear meeting minutes with assigned actions and circulates these within agreed timeframes post meetings.

## Executive diary management

- Serving as a gatekeeper of time, meticulously manages the Executive Team's diaries to drive effectiveness, ensuring efficient use of resources.
  - Reviews diaries to effectively manage time in meetings, driving efficiency and coordination.
  - Manages time out of meetings to enable preparation before meetings, time for actions following meeting, and time for focused work.
  - Communicates across the leadership team to organise time for required interactions with Heads of Department.

## Inbox management

- Manages CEO inboxes, implementing and maintaining an effective and efficient folder structure.
  - Reviews and prioritises emails.
  - Liaises with the relevant Widgit and client teams.

- Drafts, reviews and sends communications.
- Ensures responses within a timely manner.
- Support for the CGO
  - Ensures responsiveness and proactive organisation of the CGO's inbox.
  - Ensures emails are responded to by provision of inbox reviews on a weekly basis.
  - Ensures CGO has email management time in their weekly plan/diary.

### Research and collaboration

- Acts as a writing facilitator to enable the production of thought leadership and business. documentation with the CEO. Supports in shaping thoughts into compelling and meaningful text.
- Conducts research on behalf of and on request from Executive / Board, gathering insights and providing relevant data.

## Person Specification

---

- Excellent written and spoken English.
- 'Turns bullet points into text' – this is the ability to write to a very high level (fluency, accuracy, correct messaging).
- Highly competent in Microsoft Office software with experience of other tools and applications; skills around template creation and document manipulation would be advantageous.
- Compliance with brand guidelines and documentation structures, such as numbering is required.
- Strong planning and organisational skills, with the ability to adapt and respond to the unexpected while simultaneously managing multiple tasks and priorities.
- Demonstrated ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- Confident, proactive, self-motivated and organised approach.
- Reliable, responsive, discrete, confidential and diplomatic.
- Self-motivated and proactive with a demonstrated ability to anticipate needs, exercise good judgment, and take initiative.
- Ability to structure own time and create transparent approach to workflow management.
- Problem-solving/solution orientation.
- Good eye for detail and commitment to high quality outcomes.
- Time management skills.