IMMEDIATE VACANCY

**EXECUTIVE OFFICER/PA FOR THE DIRECTOR-GENERAL’S OFFICE c.£30k**

The English-Speaking Union is an international educational charity and membership organisation, working with schools, teachers, volunteers and young people. Our impact is in improving spoken communication skills, especially in the most disadvantaged communities, to promote confidence, achievement and social mobility. More about the ESU’s exciting activities can be found here: <https://www.esu.org/>

We are recruiting for a professional Executive Officer/PA to work closely with our Director-General (CEO), and to offer additional support to the wider leadership team and Board of Governors, bringing both variety to the role and a wider business understanding.

If you have the exceptional level of skill needed to balance the day to day operational elements of an Executive PA role, such as diary and travel management, with more creative work such as drafting presentations and managing social media accounts, this role would be a great next move.

Communication and relationship-building is at the heart of this role, so someone who excels in this area would be an ideal fit for us.

Highly organised, clear thinking and able to move seamlessly between regular and recurring tasks (such as preparing Board Papers) to the unexpected (such as event organising for spontaneous visits from our international colleagues) you’ll be someone who others can quickly come to rely on to get things done, professionally.

**Your Role:**

You will have full control of the electronic diary, assessing priority of appointments and reallocation as necessary.

A large part of your role will be events/project planning and management. You’ll need to have a dynamic approach and a keen appetite for covering all angles.

You will be first point of contact for the Director-General and Chair of the Board, so an excellent telephone manner with proven resilience is critical.

Organising overseas travel and visa applications and assisting with the preparation of client/visitor itineraries, entertainment, travel and accommodation as required. Your attention to every detail will be a priority.

Maintaining correspondence, records of direct reports and supporting liaison within the leadership team.

Enthusiastically organising meetings, including conferences in the United Kingdom, US and further afield.

Providing support for a range of meetings. This will include preparing agendas, pre-meeting briefings and meeting papers, noting action points and following them up.

**Your Skills, Qualifications and Experience:**

You are a polished, calm and cheerful EA/PA with a ‘can do’ attitude who has experience supporting at a senior level.

Your flexibility with the occasional late night if needs be and flexibility when your manager is travelling will be appreciated.

Educated to graduate level or equivalent, and able to work to high standards, demonstrating exceptional personal organisation and self-management.

You're most comfortable when working to tight deadlines, turning work around within a short time span and able to react to change at short notice.

Excellent interpersonal skills, able to embrace diplomacy, tact and empathy at all times. A problem solver, you can manage complex and highly confidential information.

MS office proficiency; able to pick up MS Dynamics 365 (CRM) and Donorfy (fundraising) quickly.

Eligibility to work in the UK.

**What we offer you:**

A core team of 30 dedicated colleagues, offices in Mayfair close to Green Park tube, 36 days annual leave (including bank holidays), commitment to training and staff development, staff room with fresh fruit – and a daily sense of achievement in our vital charitable work, changing lives for the better.

**Application form attached.**

**Please submit early, as applications will be screened as they arrive.**

**Interviews by invitation.**

**We look forward to hearing from you.**