



Join our team!

## **Executive Assistant**



**Glasgow  
Children's  
Hospital  
Charity**



## Job Description: Executive Assistant

**Reporting to**  
Chief Executive Officer

**Salary**  
£25,000 pro rata

**Hours**  
21 hours per week

**Contract**  
Permanent

**Holidays**  
25 days annual leave pro rata

**Location**  
Based at HQ in Paisley, but  
other sites on occasion

As a leading Scottish children's healthcare charity, we are seeking to recruit an experienced Executive Assistant to join our team.

You will play a key role in working closely with the Chief Executive. This role will provide a comprehensive, high-level administrative support to the Chief Executive of Glasgow Children's Hospital Charity.

This dynamic position requires the ability to anticipate needs, think critically, and offer solutions with a high level of professionalism and confidentiality.

**To apply for this position please email your CV and cover letter to [melissa.sutherland@gchc.scot](mailto:melissa.sutherland@gchc.scot)**

**Closing date: 12 noon, 3 October. Interviews: 9 October.**

## Role Purpose

To work closely with the Chief Executive this role will provide a comprehensive, high-level administrative support to the Chief Executive of Glasgow Children's Hospital Charity. This dynamic position requires the ability to anticipate needs, think critically, and offer solutions with a high level of professionalism and confidentiality.

## Key Responsibilities

- Manage the Chief Executive's calendars, appointments, travel plans, and correspondence, ensuring efficiency and confidentiality.
- To develop, maintain and review administration systems to achieve maximum efficiency.
- To maintain and organise the Chief Executive's filing systems and all other relevant areas as necessary.
- Ensure smooth communication between the Chief Executive and internal departments and external stakeholders.
- Keep the Chief Executive informed of upcoming commitments and responsibilities, enabling effective leadership.
- To support the Chief Executive in projects.



## Key Responsibilities (cont'd)

- To format documentation as requested by the Chief Executive.
- Minute taking.
- To co-ordinate and attend Board and sub-committee meetings (some of these take place after office hours), take and write minutes and assist in the preparation of Board and sub-committee meetings reports.
- To respond to Board member and other stakeholder queries in a timely and professional manner, both orally and in writing.
- To assist in the compilation of Board papers and ensure they are sent in good time for meetings. To circulate reports, minutes and agendas for Board meetings. To liaise with Board Members on various matters as required.
- To maintain and continuously keep up to date all mailing lists required by the Chief Executive.
- To ensure the effective management and update of all relevant databases.
- To liaise positively and professionally with colleagues and visitors.
- To be amiable, professional and approachable at all times.
- Any other duties that may arise as requested by the Chief Executive.

## Other

- Willingness to attend charitable events and activities, often out with core working hours including evenings and weekends.
- Build relationships with key stakeholders including NHS staff, suppliers and volunteers.
- Any other duties as required by the CEO.



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## Person specification

# Who we're looking for

### Essential Criteria

- Two years previous experience in a similar role.
- UK driving license and access to your own vehicle.
- Excellent IT skills, including use of ICT packages i.e. Outlook, Word, Excel, PowerPoint.
- Strong inter-personal skills.
- Excellent letter writing, minute taking and organisational skills.
- Clear understanding of confidentiality.
- Knowledgeable about UK Data Protection Legislation.
- Ability to work under pressure to agreed deadlines and adapt to change.
- The ability to pay high attention to detail to ensure that high quality work leaves the organisation.
- Ability to work in a flexible manner.
- Excellent written English and the ability to communicate at all levels.
- Ability to represent the charity externally with key stakeholders.



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## Person specification (cont'd) **Who we're looking for**

### **Desirable criteria**

- Relevant further education qualification in Administration.
- Experience of working in the Charity Sector.
- Familiarity of the work of Glasgow Children's Hospital Charity.







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## Benefits **Working with us**

We care about our team and have a range of financial and work-life benefits that make Glasgow Children's Hospital Charity a great place to work, including:

- Benchmarked, competitive salary
- 5% employer pension contribution
- Blue Light Card discounts
- Flexible working policy
- Enhanced maternity pay (after 2 years)
- Employee Health Plan including counselling support, personal accident cover, financial support for optical, dental and chiropody treatments and Bike 2 Work scheme
- 10 public/ bank holidays each year
- A bonus day off on your birthday
- Time off in lieu (TOIL) for additional hours worked at events and out-of-hours support
- Continued professional development including training, membership of professional bodies and progression opportunities