

Executive Assistant – Leadership and Governance Support

Job Description

Type of role: Permanent part time (22.5 hrs over 4/5 days a week – details to be discussed)

Location: Home working. We meet once a month as a whole team, usually in the Oxfordshire / Gloucestershire area, and hold two day meetings for the Board twice a year which may involve an overnight stay.

Reporting to: Chief Executive

Supervisory responsibilities: None

Salary: £28-30K per annum pro rata

Main purpose of the role:

To provide efficient executive support and assistance to the Chief Executive and Chair of Trustees and ensure the smooth delivery of ACRE's governance administration in line with our governance documents and charity regulations. Additionally the role will be responsible for updating our membership and contact databases, arranging meetings and events for our members, and providing general administrative support as required.

Responsibilities

1. To provide day to day administrative support for the Chief Executive including managing her diary, reviewing and prioritising enquires and correspondence, and arranging travel and accommodation as required.
2. To provide diary and administrative support for the Chair of Trustees and Vice Chairs when required, including meeting organisation and reviewing and co-ordinating responses to enquiries.
3. To schedule meetings of the Trustee Board and sub-committees, including overnight meetings, to co-ordinate the preparation of agendas, papers, speakers and other arrangements, and to attend and minute the meetings.
4. To schedule and deliver the Annual General Meeting, in line with our Memorandum and Articles, ensuring all deadlines are met, including notification of members, nominations and appointment of trustees, and minuting of the meeting.

5. To manage the induction of new Trustees, liaise with Trustees in relation to charity governance and compliance, and assist Trustees with any requests or queries.
6. To support the Chief Executive and other team members to arrange and deliver meetings and events for ACRE members, on line and in person, to collate papers and materials, and to collect and analyse feedback.
7. To support charity communications as needed, for example to update the website, post information on our online collaboration platform, or to support production of communication materials.
8. To lead on ensuring charity information and data is stored accurately and appropriately and in line with charity policy.
9. To provide occasional general administrative support such as organising deliveries, picking up mail, answering phones and monitoring shared inboxes as required.
10. To undertake any other relevant tasks as required by the Chief Executive.

Joining the ACRE Team

ACRE champions vibrant, sustainable, and inclusive rural communities by finding innovative solutions to their unique challenges. We're a small charity with a big impact. We work closely with government, national partners and our network of 38 county-wide members across England to ensure that no-one in rural areas is disadvantaged by where they live. We offer flexible working, a contributory pension scheme, life cover and a generous annual leave allowance of up to 30 days a year (pro rata for part time staff). We are keen to support professional development and give team members the chance to broaden their skills and experiences.

Prepared June 2025

Person Specification

Knowledge and Experience – essential

1. Extensive experience of providing executive assistant support at senior management level.
2. Significant experience of providing governance support in a not for profit organisation.
3. Significant experience of working directly with Trustees or members of a governance body.
4. Significant experience of scheduling and preparing for governance meetings, taking minutes and keeping accurate records.
5. Experience of scheduling and delivering an Annual General Meeting in a membership organisation including voting procedures and trustee nominations.
6. Experience of organising meetings and events for up to 30-40 attendees.
7. Extensive experience of MS Office, online collaboration platforms and virtual meeting applications.
8. Experience of general office administration and team support.

Knowledge and Experience – desirable

1. Interest in or direct experience of the issues impacting rural communities.
2. Experience of working in a small organisation.
3. Experience of working remotely.
4. Experience of supporting internal or external communications functions.

Personal qualities

1. A passion for supporting rural communities and particularly the most disadvantaged.
2. Excellent organisational skills with the ability to reprioritise effectively.
3. Proactive approach and able to anticipate challenges in advance.
4. A clear and effective communicator both verbally and in writing.
5. Excellent attention to detail and accuracy and the ability to consistently meet deadlines.
6. A team player who is collaborative, inclusive and approachable.
7. An ability to build relationships quickly and manage enquires effectively and promptly.
8. Tactful, discreet and responsive.