

We've ambitions to change so much, to improve support for endometriosis – are you the experienced, proactive and highly organised Executive Assistant to CEO we need to help us?

Thank you for your interest in the role of Executive Assistant to CEO at Endometriosis UK. Endometriosis impacts on the physical and mental health of 10% of women and those assigned female at birth from puberty to menopause, - although the impact may be felt for life. Yet it's a disease most people have never heard of and do not understand. It costs the UK economy over £8 billion every year in healthcare costs, loss of work and treatments and yet it isn't recognised by most employers. As the UK's leading charity for all those affected by endometriosis, we're determined to change this and ensure that everyone gets prompt diagnosis and high-quality treatment and support.

We've big ambitions in new our strategy, focused on driving down diagnosis times, supporting those with endometriosis to live well, campaigning for improved treatments and access to services, raising awareness, and leveraging more money into research. We place people with endometriosis at the heart of all we do, and with an average time to get a diagnosis of almost 9 years, the cause of the disease unknown and no cure, there is so much more they need and want. If we get our work right, we really can make a difference to the 1.5 million with endometriosis in the UK – and all those diagnosed in the future.

We have worked hard to increase our activities and grow our organisation so we can do more, and now have a team of 27 staff, and over 200 trained volunteers who do a fantastic job providing support and so much more. As we grow, diversify and undertake more activities, we must ensure that we continue to be effective, with efficient and agile processes and decision making. Despite being small we've achieved a lot, but there is so much more we want to do. This is a busy, varied and important role working closely with the Chief Executive to ensure the smooth running of the charity, providing comprehensive executive management support, making sure their diary supports their strategic priorities; coordinating governance and senior leadership activities; and making sure our administrative systems and processes are up to date and functioning well.

We need to find the right person to take on the challenge and help the charity drive forward effectively – we believe we've real potential to build on our successes to do much more for the endometriosis community, and you'll be key to helping us make that a reality. We are looking for a proactive, highly organised candidate with excellent attention to detail, who enjoys juggling a wide range of tasks and who will help keep the CEO on track. You'll be a self-starter, with superb judgement and effective problem-solving ability, as well as being a champion for improving current administration processes to increase efficiency. You will be great at working effectively with colleagues, volunteers, trustees and external contacts at all levels to move things forward and get things done.

This is an exciting opportunity to help drive forward Endometriosis UK's strategy and boost our impact for the benefit of everyone affected by endometriosis. I hope you'll consider joining us so we can, together, do even more.

Best wishes

A handwritten signature in blue ink, appearing to read "Emma", written in a cursive style.

Emma Cox
Chief Executive

JOB DESCRIPTION

Job title:	Executive Assistant to CEO
Reporting to:	Chief Executive
Working hours:	Full time/ 37.5 hrs a week
Location:	Endometriosis UK's office at London Bridge, with hybrid working options
Contract:	Permanent
Annual salary:	£38,000 - £40,000 depending on experience, and incl London Weighting
Closing date for applications:	9am, Monday 1 st December 2025
Interview date:	Monday 8 th and Tuesday 9 th December, at our office in London Bridge

ABOUT US:

Endometriosis UK is the leading UK charity supporting those living with endometriosis. Formed in 1981, we offer information and support, for example through our website, information leaflets and webinars, and via our local support groups, Helplines and online forum. As well as directly supporting those with endometriosis, we work to raise awareness of endometriosis amongst healthcare professionals, the public and the media; lobby for improved diagnosis, treatment and management; and support research. We have a big job to do and ambitious plans.

ABOUT THE ROLE:

We have an exciting opportunity for an experienced Executive Assistant to join our team at Endometriosis UK and help us make a real difference for the 1.5 million in the UK with the disease. This is a crucial role for our small but growing charity, supporting the CEO to ensure the smooth running of the organisation. You'll be a key point of contact, proactively managing all aspects of EA support to the CEO to enable them to maximise their performance and delivery, as well as coordinating our governance administrative systems and processes. You will be working as part of a passionate team with a strong commitment to achieving change to help those with living with endometriosis.

The role will be ideal for a highly organised, proactive, and experienced Executive Assistant used to working on their own initiative and comfortable with multi-tasking in a fast-paced environment. You will be a born organiser, with superb judgment, a diplomatic approach, solution focused and with excellent problem-solving skills. You will have the ability to think two steps ahead, guided by our strategic and operational priorities, and the confidence to steer senior managers accordingly. You will bring a meticulous attention to detail and exemplary skills in prioritisation, time management and task completion. Advanced skills in MS Office are essential. Your written and verbal communication skills will be first-rate, with stakeholders at all levels. You will be comfortable handling confidential material with the utmost discretion. You will have proven experience supporting senior executives and Boards, ideally in the charity or non-profit sector. The EA will also play a proactive role in improving organisational processes and supporting priority areas as needed.

This will be a busy, varied and important role working closely with the CEO to make sure their diary supports their strategic priorities. Key responsibilities include managing, triaging and responding to emails, complex diary management to ensure effective use of their time, providing briefing papers and ensuring the CEO is well prepared for meetings, and ensuring we've efficient governance and office processes. You will need to have the ability to exercise tact, diplomacy and sensitivity, with excellent interpersonal and teamwork skills. You will act as that indispensable individual for the CEO, ultimately responsible for proactively ensuring their work life runs effectively and efficiently. The key focus of the role is to ensure the CEO is able to maximise their impact and influence in the charity.

The post holder will be central in ensuring the smooth operation of board and committee functions, ensuring the efficient running of our governance processes and supporting the Chair of the Board and Trustees to lead the charity effectively. You will lead the coordination of Board and Committee meetings, overseeing agendas, papers, logistics, minute-taking, and follow-up actions, ensuring governance processes are efficient, compliant, and timely, and support strategic decision-making. You will be able to demonstrate a strong understanding of governance and compliance, and ideally charity regulations, as well as familiarity with relevant regulations, including GDPR.

This is a hands-on role in a small but ambitious charity, ideal for someone who's willing to get stuck in, take initiative, is flexible and brings structure and calm to a busy leadership team. You'll be a trusted partner, helping to manage schedules, coordinate meetings, prepare documents, and ensure everything runs smoothly behind the scenes.

KEY RESPONSIBILITIES AND DELIVERABLES

Providing Executive Support

Provide proactive and effective support to the CEO, Senior Leadership Team, and Board Chair.

- Managing the flow of information to and from the Chief Executive, filtering communications and acting to resolve issues, referral of internal and external enquirers to the right person as well as recognising the urgency/importance of the enquiry.
- Be the friendly and approachable gatekeeper for the CEO internally, ensuring that they are accessible to the team whilst setting appropriate boundaries around their time and availability.
- Proactively managing the CEO's correspondence, including email, telephone messages, meeting requests, responding to emails where appropriate and briefing the CEO.
- Manage and schedule the CEO's diary proactively, productively and in line with their priorities, and ensure they are fully briefed for all internal and external meetings and events.
- Exercise judgement, flexibility, tact and sensitivity in time management and in managing potential diary conflicts, having due regard for business priorities.
- Ensure confidentiality is maintained at all times, managing electronic and paper-based information systems in line with GDPR.
- Collate, input and circulate important information to defined stakeholders.
- Be responsible for the CEO's travel arrangements and meetings on and off site, including coordinating travel, accommodation, and itineraries.
- Represent the views of the CEO to colleagues and others accurately through clear communication.
- Supporting Senior Leadership Team with project coordination, reporting and monitoring of strategic objectives, and ensuring smooth information flow across the organisation. Coordinating and administering SLT meetings including follow up of actions where required.
- Pulling together timely reporting across all teams and producing sensible and well-structured reports from these including the manipulation and turning into graphic/charts.
- Co-ordinate annual appraisal paperwork and processes within the defined timelines.
- As the senior administrator within the organisation, support sharing of best practice with administration colleagues.
- To assist with budget and expenditure management for the CEO.
- Organise awaydays, events and meetings including booking of venues, coordination and production of materials, invitations, travel arrangements, and following up actions.
- Take ownership for specific cross team projects where requested.
- To undertake any other works as could be expected of an Executive Assistant.
- Should there be a business need in the future, to provide supervision or line management to Operations Team staff.

Governance, Board Support & Compliance

Ensure our governance processes run smoothly, and compliance with statutory requirements (e.g. Companies House, Charity Commission). Maintain accurate governance records, and support adherence to governance best practices and regulatory standards.

- Assisting the CEO and Heads of Team to support the Chair of Trustees, Board and governance structures of the charity.
- Coordinating and providing secretariat for governance meetings, including scheduling and distribution of papers to agreed timetable, accurate minute taking, following up actions.
- Tracking and managing key aspects of the organisational processes for Board papers, on time and to a good quality.
- Ensuring timely submissions and reporting to regulatory bodies, eg Charity Commission, Companies House.
- Proactively manage the Risk Register, keeping it up to date and reporting to SLT and Board as required.
- Liaise with colleagues and our auditors to ensure the timely production of the Annual Report and Accounts.

Operations Development

Identify and support improvements to processes and systems, assist with priority projects and cross-organisational initiatives, provide flexible support across teams and departments.

- Ensure we have in place effective and up to date administrative systems and processes.
- Oversee our external IT and HR providers.
- To be responsible for the smooth and effective management of the office environment.
- Act as a point of contact for contracts and supplier issues.

The role of volunteers is integral with our work at Endometriosis UK, and paid staff are required to underpin this in their attitude and actions.

This is not an exhaustive list, rather outlines the key responsibilities and activities for the role. We are a small, busy charity, and all staff help with the general running of the organisation in addition to their specific role activities.

ABOUT YOU:

Our Executive Assistant to CEO will be a motivated, proactive, organised and enthusiastic individual, with previous proven experience as an EA at a Director, CEO or Board level. You'll be keen to work in a dynamic, small organisation with lots going on, relish the opportunity to help support a busy CEO, and have great attention to detail.

Person Specification

It is **essential** that you have the following experience, qualifications, skills and attributes:

1. Experience of working as an Executive Assistant for a Chief Executive or senior Director, including diary management.
2. A strong track record as a skilled and experienced administrator, with excellent organisational skills including the ability to plan, prioritise and deliver on both day to day and longer-term objectives.
3. Demonstrable experience of working to a high standard with an eye for detail and accuracy, able to follow and understand directions with minimal support and supervision.
4. Excellent time management skills, the ability to manage multiple tasks simultaneously, remain calm when under pressure, and to work to tight and changing deadlines.
5. Experience of setting up and running systems and processes to support workflows, and ability to communicate them effectively to others.
6. Experience of dealing appropriately and tactfully with confidential and sensitive information, able to maintain absolute confidentiality.
7. Experience of managing and providing administrative support to committees.
8. Resilience and the ability to tactfully manage the competing demands on the time of those senior staff being supported.
9. Proven project coordination and planning skills, with the ability to manage multiple priorities and a wide range of competing demands.
10. Excellent verbal and written communication skills, with the ability to communicate effectively and tactfully with a wide variety of people in person, in writing and on the phone.
11. Experience of delivering a range of high-quality written communications materials including minutes, reports and presentations.
12. Understanding of governance best practice, ideally in the Charity sector.
13. Effective team working and collaboration across teams and stakeholders.
14. Experience of event organisation and management.
15. Excellent ICT skills, including Office 365 applications, databases, and proficiency in digital tools and collaboration platforms.
16. High level of numeracy and experience of financial reporting or managing numerical data, including great Xcel skills.
17. Ability to be able to work flexibly including some weekends and evenings, and to travel on occasion within the UK.
18. Understanding of living with endometriosis or a demonstrable interest in women's health and empathy with our mission.
19. Understanding and demonstrable commitment to equal opportunities, diversity and inclusion.
20. Ability to manage, coach and motivate another person, experience of line management or supervision is desirable.
21. Undertaking any other duties commensurate with the role and general level of responsibility of the post.
22. The legal right to work in the UK, with no restrictions on your eligibility to indefinitely work or reside in the UK.

This is a full-time role based at Endometriosis UK's office at London Bridge, with hybrid working. Our hybrid working model allows for working from home up to 2 days per week, subject to business need.

HOW TO APPLY

The closing date for applications is 9 am on Monday 1st December 2025. Interviews will take place in person at our Office in London Bridge, on Monday 8th and Tuesday 9th December.

To apply, please send the following to assistant@endometriosis-uk.org

- CV –maximum 2 sides of A4
- Cover letter outlining how you meet the person specification and why you are interested in this post - maximum 2 sides of A4

Please note that for capacity reasons, we are only able to get back to successful candidates on the status of their application.