**Assistant to the CEO**

**Permanent, 4-5 days/week**

**Salary range:** £28-36,000 FTE, depending on experience

**About EngineeringUK**

EngineeringUK is a not-for-profit organisation, which works in partnership with the engineering community to inform and inspire young people and grow the number and diversity of tomorrow’s engineers. We work locally, regionally and nationally with a wide range of organisations across business and industry, education, professional institutions and the third sector to understand the engineering sector and the skills it requires. We work in partnership with these organisations to develop and promote effective initiatives and programmes to inspire young people to consider a career in engineering.

This is an opportunity to work closely with the CEO, supporting her in a breadth of ways, including finessing documents and presentations, conducting online research, gathering information from colleagues across the organisation and general administrative support. In addition, the Assistant would be managing the London office, working closely with Engineering Council, which we are co-located with. It is anticipated that this workload will vary and that spare capacity will be used to help others in the organisation in similar ways, providing a role with much variety and opportunity to contribute across the breadth of our work.

An integral part of this role will involve liaising with people internally and externally, therefore an ability to build and maintain positive relationships is a must. A high degree of attention to detail and discretion, alongside the ability to multitask and manage a variety of work in a deadline driven environment will be needed.

The role is based at the EngineeringUK offices at 10 Lower Thames Street, London EC3R 6EN with occasional travel in the UK, although all staff are currently working from home in line with government guidelines; we are likely to adopt a blend of home- and office-based work in the future, but anticipate that this role will be primarily office-based.

### **Role responsibilities**

1. Administrative support to the CEO including diary management, arranging meetings and travel, taking minutes, and other ad hoc tasks as required (estimated at about 1 day/week).
2. Arranging, coordinating and preparing documents for meetings as and when required
3. Collaborating with the CEO on drafting emails, preparing documents and presentations, planning meeting agendas etc.
4. Conducting online research, exploring areas of interest which may range from understanding more about particular organisations to small research projects (e.g., analysing what clubs schools promote on their websites), or providing summaries of reports.
5. Managing EngineeringUK’s London office, which will include maintaining office supplies, supporting effective facility management / maintenance and liaising with health and safety officers, although overall health and safety responsibility is covered by the Engineering Council (estimated at about 1 day/week).
6. Using spare capacity to support colleagues across the organisation with admin and project work, as prioritised by our Project Management Office, including providing some cover for other administrative roles when they are on leave.
7. Work in line with EngineeringUK’s values, to be passionate, courageous, insightful and inclusive
8. Work in line with EngineeringUK’s Quality Management System and comply with EngineeringUK’s data protection and safeguarding policies at all times.
9. Carry out other tasks or duties as directed by your line manager.

**Person specification**

### Essential experience and attributes

* Excellent communication skills
* A keen interest in the work that EngineeringUK and enjoyment working collaboratively for mutual benefit
* Exceptional organisational skills, such that you are able to approach a complex, changing and unpredictable workload with confidence and good humour
* The ability to effectively prioritise between multiple competing workstreams, with a keen eye for detail but with the ability not to lose sight of the bigger picture
* A professional demeanour and personal manner that allows you to work effectively with people inside and outside of EngineeringUK at all levels of seniority and a high level of discretion and confidentiality
* Experience of writing in a professional context and working with MS Office, including Word, Excel and PowerPoint.
* Ability to work independently and willingness to learn and develop new skills and knowledge

### Desirable experiences and attributes (note that this is a wide-ranging role and we do not expect candidates to have the breadth of attributes listed below)

* Familiarity with CRM systems (especially Salesforce)

**Other duties**

This job description sets out the requirements of the role at the time it was drawn up and which may change over time. The Assistant will be expected to undertake other tasks or duties as required and comply with EngineeringUK’s data protection policies at all times.

**Applying for this role**

Please send a CV and statement in support your application that is no longer than two sides and explains how you fulfil the key criteria for the role by email to [HR@engineeringuk.com](mailto:HR@engineeringuk.com), quoting the job title in the subject of your email.

The deadline for applications is before 12:00 noon on Wednesday May 19th.

**Interviews**

Applications will be assessed against the requirements for the post as set out in the Role Profile and Person Specification.

If you would like us to make any specific arrangements to facilitate a fair interview due to a disability please let us know*.*

We aim to notify candidates who have been shortlisted on xxx. If you have not heard from us after this date, please assume that you have not been successful.

First interviews will be held virtually on Monday May 24th.

*EngineeringUK is an inclusive organisation; we welcome everyone with all skills, experiences, and backgrounds. Each applicant will be individually assed regardless of gender, sexual orientation, pregnancy or maternity, marital or civil partner status, gender reassignment, ethnicity, colour, or national origin, religion or belief, disability or age.*