

## **Executive Support Officer**

**Contract:** Permanent

**Hours:** Part time, 2-3 days per week subject to your availability

**Salary:** £25,454 (pro rata to 2 days - £10,181.60; 3 days - £15,272.40)

**Location:** Holyoake House, Manchester

We are delighted to share this new and exciting opportunity for an Executive Support Officer to join our dynamic organisation.

As the voice of the UK's co-operative movement, we empower and support co-operative enterprise with specialised knowledge and expertise, to grow the co-operative economy and create a fairer society. From football clubs and farms to convenience stores and pubs, there are more than 7,000 co-operatives in the UK, each owned and controlled by their members and based on a set of shared principles and values. By promoting shared wealth through member ownership, we are committed to enable anyone in the UK to form, or join, thriving and sustainable co-ops.

As Executive Support Officer, you will provide executive support in a one-on-one working relationship, undertake a variety of special projects for the CEO, working independently from conception to completion.

As an organisation we are led by our unwavering values of solidarity, self-responsibility, equity, and honesty, therefore if you share these core values, we would be delighted to receive your application.

### **Core responsibilities**

We invite all interested parties to learn more about the role and our organisation within the recruitment pack, which can be downloaded from the recruitment documents section.

- Undertake a variety of special projects for the CEO, some of which may have organisational impact.
- Independently gather research for the CEO and translate the findings into completed written and visual reports.
- Undertake data analysis where needed.
- Lead on the end-to-end project management of projects from the CEO.
- Present findings, data and reports to key stakeholders as needed to gain organisational backing to pursue funding and strategic opportunities.
- Edit and prepare Board papers and presentations for the CEO in advance of Board meetings and working groups.
- Provide detailed briefs for the CEO in advance of key meetings and events.
- Maintain a high degree of confidentiality regarding issues concerning members of staff and all stakeholders, and those of organisational and strategic importance.
- Organise workload and prioritise daily using own initiative and knowledge of the work with minimum supervision from the CEO.
- Anticipate the CEO's needs and exercise judgement based on those needs understanding the politics of a situation and understanding how the organisation functions.
- Ensure the timely preparation and delivery of all briefing information and preparing papers and presentations required by the CEO.
- When required, take accurate notes of meetings, ensuring that matters arising are dealt with by the appropriate person within agreed timescales.
- To undertake other appropriate duties and responsibilities as required from time to time.

### **Essential skills:**

- Administration experience
- The ability to proactively manage and coordinate conflicting priorities, work independently, and meet deadlines
- Handling sensitive situations, recognising confidential issues and dealing with them appropriately
- Attention to detail, good organisational and administrative skills
- Excellent verbal and written communication skills with the ability to prepare clear correspondence, minutes, reports and briefing papers
- Highly developed IT skills with the ability to use a variety of computer systems, and proficient in Microsoft Office applications

### **Benefits**

At Co-operatives UK we are a mindful, inclusive, and equal opportunities employer. As an organisation that is owned and controlled by its members, we put our people at the forefront of all that we do. We offer:

- Flexible working options
- Pension scheme
- Discounted travel to work schemes
- Employee wellbeing assistance programme including free eye tests
- Personal and professional growth and development, including coaching
- Trade union

**To apply please follow our application process and complete the application form – CVs cannot be accepted: [www.uk.coop/careers](http://www.uk.coop/careers)**

**Application deadline:** Midnight, Wednesday 10<sup>th</sup> April 2024

**Interviews:** Week commencing 22<sup>nd</sup> April 2024, in Manchester.