

ROLE PROFILE

Senior Executive Assistant to the First Church Estates Commissioner

Headline

As Senior Executive Assistant, you will play a pivotal role in enabling the effective leadership, decision-making and external engagement of the First Church Estates Commissioner, a senior trustee of the Church Commissioners. Acting as a trusted adviser and strategic partner, you will provide high-level executive, operational and administrative support, ensuring the priorities, commitments and relationships are managed effectively and with discretion.

You will be responsible for creating the conditions for success by coordinating complex activities, managing competing priorities and ensuring the Commissioner is equipped with timely information, sound briefing materials and effective support systems. Working collaboratively across the Church Commissioners, Investment Division, National Church Institution and external stakeholders, you will facilitate strong governance, productive stakeholder engagement and the efficient delivery of the Commissioner's responsibilities.

This role requires exceptional judgement, diplomacy and organisational expertise, coupled with the ability to anticipate needs, navigate complexity and operate with the highest levels of professionalism, confidentiality and integrity.

Description

This role sits within the Church Commissioners Investment Division and reports to the Head of Executive Services. This role will be directly accountable to the First Church Estates Commissioner and Head of Responsible Investment, working closely with the Chief Executive, Chief Investment Officer, Deputy Chair and other trustees, as well as colleagues across the National Church Institutions (NCIs) and external stakeholders.

The Senior EA provides trusted, high-impact executive partnerships, acting as both an operational and strategic assistant in all aspects of the Senior Executives' work. You will serve as a key interface between the First Church Estates Commissioner and the wider Church, public and external partners, ensuring effective communication, coordination and representation.

Responsibilities

- Provide comprehensive executive support ensuring the smooth running of day-to-day activities.

- Proactively manage a complex online diary, prioritising commitments and resolving scheduling challenges.
- Coordinate senior-level engagements, including meetings, events, and briefings, ensuring logistics and follow-up are handled effectively, occasionally accompanying the First Church Estates Commissioner at (and sometimes minuting) such meetings or site visits, logging actions and ensuring follow-up.
- Act as a key point of contact for internal and external stakeholders, representing the your senior executive professionally.
- Prepare high-quality written materials, including briefings, presentations, and correspondence.
- Use technology to improve systems, including governance platforms and information management tools, including using and advising users of our Boardvantage governance portal (full training will be provided).
- Coordinate travel arrangements, including complex logistics and international travel where required.
- Run the Senior Management Group, including identifying meeting dates and venues, gathering and triaging agenda items, circulating papers and coordinating follow-up.
- Support governance meetings and stakeholder events (Synod and AGM) alongside the Secretariat team.
- Manage administrative processes including expenses, correspondence, and office coordination.
- Handle enquiries sensitively and act as an interface between stakeholders.

Personal Requirements

We see the Executive Assistant as an integral member of the leadership ecosystem, not simply a support function. The successful candidate will be encouraged to contribute their insights, challenge constructively, and bring observations from across the organisation to help inform decision-making, improve effectiveness and maximise the impact of our Executive leaders.

Within this role you're expected to understand the context, see the patterns, contribute and make judgement-based decisions. That is the hallmark of an exceptional EA supporting C-suite, trustee or commissioner-level leaders.

Experience required

- Extensive experience as a Senior Executive Assistant supporting senior, high profile leaders in complex environments and evidence of operating as a trusted adviser to senior leaders, not solely as an administrative support role.
- Strong organisational and administrative skills, including advanced diary and document management, correspondence and information management.

- Excellent written and verbal communication skills, including summarising complex information.
- Exceptional interpersonal, diplomatic and relationship-building skills with senior stakeholders.
- Proven problem-solving ability and capacity to manage multiple priorities under pressure.
- High levels of discretion, judgement, and professionalism.
- Proactive, self-motivated, and solutions-focused approach.
- Ability to work collaboratively and flexibly within a team environment.
- Desirable: experience supporting multiple leaders and understanding of governance environments or the Church of England.