



## Executive Assistant to the Managing Director

**Company:** Compass Consult (Employability & Skills) Ltd

**Reporting to:** Managing Director

**Salary scale:** £38,000-£45,000

**Location:** UK (hybrid/flexible working considered)

**Contract:** Full-time (35 hours per week) (flexibility as required)

### About Us

Compass Consult (Employability & Skills) Ltd is a values-led company, supporting organisations to navigate the landscape of devolution, through high-quality employability, skills, change management and workforce development solutions, across the public, private and third sectors.

### Role Purpose

The Executive Assistant (EA) to the Managing Director provides high-level, confidential and proactive support, enabling effective leadership, strategic focus and organisational impact.

## Key Responsibilities

### Executive Support

- Proactive diary and inbox management
- Screening and prioritising communications

- Preparing briefings, reports and correspondence
- Ensuring effective preparation for meetings and events

### **Governance & Organisation**

- Coordinating board and senior leadership meetings
- Preparing agendas, papers and minutes
- Tracking actions and supporting governance requirements

### **Stakeholder & Project Support**

- Liaising with senior stakeholders, partners and other clients
- Supporting strategic projects and priority workstreams
- Maintaining systems and records

### **Skills & Experience**

- Senior-level Executive or Personal Assistant experience
- Excellent organisational and communication skills
- High levels of discretion and professionalism
- Strong IT skills (Microsoft Office / Google Workspace)

### **Personal Attributes**

- Proactive and solutions-focused
- Highly organised with attention to detail
- Confident working autonomously
- Aligned with organisational values

### **Why Join Us?**

You will work closely with senior leadership in a purpose-driven organisation, making a tangible impact on employability and skills policy and outcomes across the UK

We offer a competitive salary, opportunities for personal development, including fully-funded accredited qualifications, 3 annual volunteer days, 30 days annual leave (plus Bank Holidays), private healthcare and life insurance.

## **Equality, Diversity & Inclusion**

Compass Consult (Employability & Skills) Ltd is committed to equality of opportunity. We welcome applications from all sections of the community and actively promote inclusive working practices.