

Executive Assistant

Salary:	£31,836 FTE
Hours:	25 – 30 hours per week (over a minimum of 4 days)
Responsible to:	CEO
Based:	Bristol with up to 50% working from home available
Pension:	5%
Annual leave:	27 days + bank holidays (pro-rata)
Contract:	Permanent

About SARSAS

SARSAS exists to relieve the trauma and distress, and help rebuild the lives, of survivors who live in Avon and Somerset, who have experienced any form of sexual violence, at any point in their lives.

SARSAS also campaigns and raises awareness about rape and sexual violence to change the narrative about sexual violence and enable survivor's voices to be heard. Partnership work with a range of agencies locally and nationally is a priority to enable social change.

SARSAS works to feminist principles: this underpins both what our service is and how it is run. Our work is guided by a trauma-informed approach which understands how traumatic experiences can impact on survivors and keeps an awareness of the effects of trauma at the forefront of our approach to support. Please see our film to learn more about our life changing work https://www.youtube.com/watch?v=Chxp_Q97pmc

Equality, diversity, and inclusion

At SARSAS we strive to create a workplace that reflect the communities we serve and where everyone feels empowered to bring their full, authentic selves to work. We want to build an inclusive culture that encourages, supports, and celebrates diverse voices. We actively encourage applicants with protected characteristics to apply.

We are committed to taking an inclusive approach to recruitment and selection whilst ensuring there is no discrimination in our processes and that our team and prospective employees are treated fairly, with respect and without bias. Reasonable adjustments to the interview process can be made to accommodate additional requirements. Applicants are

encouraged to highlight any specific adjustments needed to enable participation in the recruitment process.

About the role

We have an exciting opportunity to join the team at SARSAS as our Executive Assistant. The Executive Assistant will provide high-level, proactive support to the CEO and Board, requiring discretion, confident communication, and the ability to anticipate needs and manage competing priorities.

Working in close partnership with the CEO, you will bring structure, oversight, and clarity to a varied and fast-paced workload, ensuring that priorities are well-managed, time is used effectively, and key pieces of work progress at pace. This will include managing a complex diary and inbox, acting as a gatekeeper and facilitator, and ensuring that communication and information flow smoothly across the organisation.

You will work closely with the CEO to maintain oversight of key actions, deadlines, and organisational priorities, helping to drive progress and accountability. You will also play a central role in supporting the Board through high-quality administrative and governance support, including coordinating meetings, preparing board papers, and ensuring that governance processes are well-run, compliant, and effective.

Success in this role will be reflected in the CEO and Board being well-supported, well-prepared, and able to focus on strategic leadership, with confidence that the detail, coordination, and follow-through are in safe hands.

About you

You are highly organised, proactive, and able to bring structure and clarity to a busy and fast-moving environment. You are confident and professional communicating with a wide range of people, including senior stakeholders.

You are trustworthy, demonstrate sound judgement and work with integrity. You have strong planning and coordination skills, with the ability to manage competing priorities and keep tasks and projects moving forward. You are detail-oriented and take pride in producing accurate, high-quality work.

You are comfortable working independently, using your initiative to anticipate needs, solve problems, and improve ways of working. Adaptable and resilient, you remain calm under pressure and approach challenges with a positive, solutions-focused mindset.

Executive Assistant key responsibilities

- Provide comprehensive executive support to the CEO and Board
- Manage complex and dynamic diaries, ensuring effective prioritisation and forward planning
- Organise travel and accommodation

- Managing CEO inbox by monitoring, prioritising and responding to emails where appropriate in a timely manner.
- Coordinate and organise meetings, including logistics, scheduling, agendas and minutes
- Support in the preparation of board packs and meeting papers
- Support governance administrative processes
- Collate, review, and format documents and prepare presentations
- Support contract administration, documentation, and reporting processes
- Monitor actions, deadlines, and deliverables to ensure progress and accountability
- Act as a key liaison between the CEO, Board members, and internal/external stakeholders
- Support the Office Manager with operational and administrative activities as required
- Maintain strict confidentiality and handle sensitive information with discretion
- Continuously identify opportunities to improve processes and ways of working

This job description is not exhaustive and is subject to review in consultation with the post holder and according to future changes/developments within the organisation.

Person Specification	
Essential	Desirable
<ul style="list-style-type: none"> • Proven experience as an executive assistant, personal assistant, or similar administrative role. • Exceptional organisational and time management skills • Ability to manage multiple priorities and work under pressure • Excellent written and verbal communication skills • High level of attention to detail and accuracy • Ability to work independently, anticipate needs and exercise good judgement • Strong and confident interpersonal skills with the ability to build relationships at all levels • High level of discretion and professionalism when handling confidential information • Advanced IT skills, including Microsoft Office (particularly PowerPoint, Word, and Excel) 	<ul style="list-style-type: none"> • Experience in the charity sector • Understanding of governance and board processes • Experience supporting a CEO and/or Board in a similar organisation • Experience in contract administration or reporting environments • Experience improving administrative systems and processes

- A problem solver with a willingness to be flexible and learn.