

DiABETES UK
KNOW DIABETES. FIGHT DIABETES.



**EXECUTIVE ASSISTANT TO
DIRECTOR OF RESEARCH**

WHO WE ARE

For nearly 5 million people with diabetes in the UK, there's no day off. At Diabetes UK, we fight day in, day out for better care, treatment and support. We won't stop until diabetes can do no harm. With more people than ever living with diabetes and millions more at risk of developing type 2, our work has never been more needed.

We can't do any of this without you. Our staff are passionate and determined about helping everyone affected by diabetes. For over 85 years, they've been behind vital policy changes, as well as new treatments and technologies to make living with diabetes easier every day. But there's more to do. And you can be part of it.

We're a really diverse bunch and we recognise and respect your value as an individual.

As well as helping people with diabetes, you'll be part of one of the top 30 Best UK Charities to Work For, and one of the top 75 Best Large Companies in London.

We're committed to protecting and promoting the welfare of children and adults at risk, and we need our staff and volunteers to support this.

Our vision is a world where diabetes can do no harm. Join us today, and together, we can make that a reality.



JOB DESCRIPTION

Role title: Executive Assistant to the Director of Research

Contract type: 12-month fixed-term maternity cover

Hours: 28 hours per week (part-time)

Band: 5

Key relationships (internal and external): Internally: Senior Leadership Team (SLT), Research directorate, Executive Team (ET), team of Executive Assistants, as well as all colleagues and stakeholders.

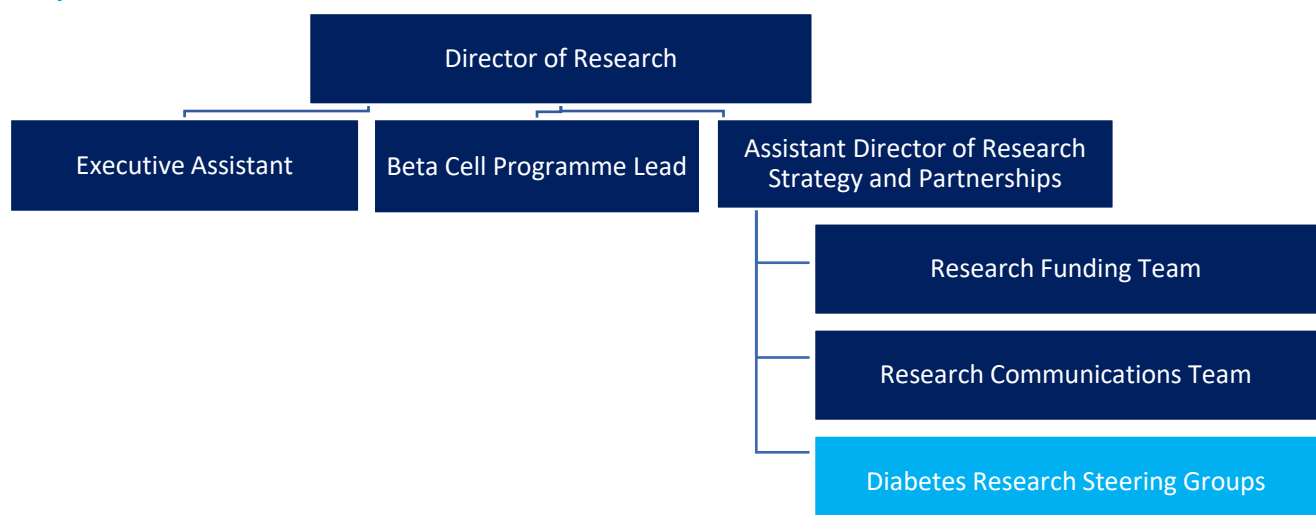
Externally: Research committees, Diabetes Research Steering Groups and Grant Advisory Panel, funding partners and other key stakeholders.

Key focus of the role: The role holder is the first point of contact, proactively managing all aspects of executive assistant support to the Director of Research to enable her to maximise their performance and delivery.

Directorate and team

This role sits in the [Research Directorate](#)

Department



Main responsibilities

Support for the Director of Research

- Act as first point of contact for the Director internally and externally, manage flow of information, maintain an up-to-date overview of the whole operation to refer enquiries to the right person and recognise the urgency/ importance of the enquiry.
- Provide extensive diary and task management to the Director in line with their priorities, ensuring deadlines are met and they are fully briefed for all meetings and events, including travel itineraries.
- Support the Director with all communications including screening emails, drafting responses, and coordinating internal comms and information-sharing for the department and key stakeholders.
- Financial and compliance support
- Assist with budget and expenditure management for the Director including credit card and expenses, ensuring they are processed in a timely manner.
- Ensure compliance around connected working, appraisals, compulsory training, and induction processes.
- Support the Director around set up of sub committees and completion of actions.
- Support for the Senior Management Team and wider Research Directorate
- Support the Director to organise the Senior Leadership Team meetings through assembling the agenda, taking meeting notes and following up on actions.
- Support Assistant Director and Heads of Team for major meeting arrangements or to support key project initiatives that require co-ordination of reporting and scheduling.
- Schedule and manage the all-department meetings and away days and liaise with SLT and colleagues for updates on key topics. Take ownership of specific cross team projects and project manage any department meetings or away days.
- Maintain the Research intranet pages and oversee accuracy and relevance of the information. Keep the department structure charts up to date.

Person specification

All jobs at Diabetes UK are based on our competency framework called the What-How Framework. In the following sections we've listed:

- The key activities you'll undertake (the What) and
- The skills, knowledge, experience and behaviours you need to be successful in this role (the How)

You will be able to:

- Providing high quality EA support at Director level and across teams
- Managing projects from end to end, including reporting and evaluation
- Working with Microsoft Office and administration systems in line with data protection
- Scheduling and organising complex meetings and events
- Attending meetings and taking high level minutes

You will have experience in:

- Managing a busy diary for a senior executive
- Liaising with senior colleagues to progress deliverables
- Organising complex meetings and events

You will have skills in:

- Excellent spoken and written communication skills with high level of attention to detail
- Able to influence and build excellent working relationships at all levels of the organisation
- Able to manage and prioritise a diverse and varied workload and react quickly and appropriately to urgent requests
- Excellent organisational skills with the ability to keep things simple
- Proactive and able to spot what the Directors and team may need and make sensible decisions on their behalf where required

You will have knowledge:

- A strong command of Microsoft Office, including Word, Excel and PowerPoint
- Managing calendars and using scheduling tools such as Microsoft Outlook and Teams
- Creating, maintaining, and updating action logs and forward planners
- Producing accurate meeting notes
- Excellent working knowledge of SharePoint to save and share documents as well as its collaboration ability
- Navigating charity policies and compliance requirements

- Data protection and information security

The best person for this job will be (behaviours):

- A proactive problem solver with the ability to find simple solutions
- Calm, unflappable with an ability to multitask
- Innovative, proactive, and able to work autonomously
- Discreet and diplomatic when dealing with confidential matters
- Flexible and responsive to a varied workload in fast-moving teams
- Collaborative and supportive – able to work well with a range of people, including our researchers, beneficiaries, supporters, and partners

Qualifications/professional membership (if applicable):

benefits

We know you do more than just work. And that means you might be a parent, carer, friend, volunteer or partner.

We want to make sure that we can help you create a good balance between work and the other parts of your life.

And one way we do that is with benefit we offer you.



Annual leave

We want you to make sure you get time off to rest and relax. So, all full-time permanent employees get 25 days off a year, with bank holidays on top of this.



Connected working

We have adopted a 'connected working' way of working. This means that, for most roles, you are not required to work in an office location every day.



Pension

We enrol everyone into our pension and all new colleagues joining us will get information on the pension scheme. We make an employer contribution of at least 5%.



Healthcare

Our cash healthcare plan that allows you to claim back the cost of regular health appointments and treatment, like the dentist and optician.



Learning and development

We help you to continually develop and achieve your career goals, including offering a wide range of training which happens throughout the year.



Gym membership

We have a gym membership discount scheme through our cash healthcare plan provider. You can use this at a wide variety of gyms around the UK.

Get in touch

Email recruitment@diabetes.org.uk

Call **0345 123 2399**

Visit diabetes.org.uk

Search **Diabetes UK** on Facebook, Twitter, YouTube and Instagram

