

Job Title:	Executive Assistant
Report To:	Chief Executive Officer – East Midlands Freeport
Role:	Executive Assistant providing a support service to the Chief Executive, Chair, Board and a range of senior public and private partners.

East Midlands Freeport

This is an exciting opportunity for an Executive Assistant to join East Midlands Freeport as it starts its operations. Working closely with the CEO and Chair across a wide range of issues, we're looking for someone with a broad skill set and a willingness to get stuck in beyond their immediate area of expertise on a novel and fast-paced programme.

East Midlands Freeport

East Midlands Freeport (EMF) was announced as a successful Freeport bid by the UK Government in March 2021. As the UK's only inland Freeport, it will drive economic regeneration across the East Midlands. Underpinning this is a unique and world leading combination of local authority, business and university partners focused on creating thousands of jobs, boosting skills, and accelerating the region's commitment to decarbonisation and Net Zero through low carbon energy investments.

At the heart of the Freeport's activity will be maximising the potential growth of three main economic growth sites straddling three East Midlands counties: the East Midlands Airport and Gateway Industrial Cluster (EMAGIC) in Leicestershire, the Ratcliffe-on-Soar Power Station site in Nottinghamshire and the East Midlands Intermodal Park (EMIP) in Derbyshire.

The sites are strategically located with strong existing road and rail freight infrastructure connecting them to all other parts of the country, including seaport-based freeports. There is significant room for growth across the sites, accelerating regeneration, increasing skills, and training opportunities and helping to level-up some of the UK's most deprived areas.

Already home to world-leading multinational companies and East Midlands Airport - the UK's busiest 'pure' cargo airport - EMF is uniquely placed to capitalise and innovate on the region's commercial and industrial strengths, including advanced manufacturing, automotive, life sciences, logistics, energy and space.

As the Freeport, we sit right at the heart of this: using our seed funding, tax and customs levers to attract global investment and innovation to the region; and also responsible for reinvesting retained business rates into the regional economy to drive up skills and employment.

About the role:

EMF is looking to appoint a talented Executive Assistant to support its formal set up and delivery stage. You will provide a comprehensive, high quality, customer-focused support service to the Chief Executive, Chair, our Board and a range of senior public and private partners.

You will have the ability and experience to work effectively with the Chair and CEO as part of the executive management team.

The Freeport is being established now as an independent organisation so you will be one of the first to join – and will have the opportunity to support the operational set-up across a range of interesting and important areas.

Key Responsibilities

Responsibilities include but are not limited to:

- Provide administrative and secretariat support to the Chief Executive, Chair and Board.
- Maintain an effective working relationship with the rest of the Executive Delivery team and the Board, which comprises senior public and private sector partners.
- Diary Management: maintain electronic calendars, arrange appointments, meetings, venues, travel, and allow for preparation time. Ensure the Chief Executive has the necessary annotated papers in good time to review for meetings.
- Respond to calls, emails and other enquiries. Ensure that emails are flagged up and, if necessary, handled for the Chief Executive, with the appropriate level of urgency.
- Undertake the organisation and administration of events and meetings, including Board and sub-committee meetings. This includes the preparation and circulation of agendas and the taking and distribution of minutes. Ensure action points, both own and others are followed up and completed.
- Assist in the production of communications materials, e.g. composing correspondence on own initiative as required.
- Record, analyse and manipulate data from spreadsheets to contribute to the production of basic reports.
- Take appropriate action to record, track, progress and prioritise work,
- Support the senior programme manager in project and contract management activities.
- Maintain and operate comprehensive and efficient filing and documentation collation in accordance with data protection laws, GDPR and confidentiality requirements. Develop and amend office systems and procedures as required.
- Assist with the implementation and streamlining of processes to achieve efficiencies and increase productivity.

Knowledge Skills and Experience

We are looking for someone with the following personal skills and experience – though we are also open to working with talented people who have the potential to learn fast:

- Extremely proactive, able to learn quickly and have a proven track record in public or private sector organisations
- Experience working as an executive assistant and/or in a Board secretariat role
- Sound ICT skills, with a high level of proficiency in MS Outlook, Word, Excel. MS Project (or equivalent) and PowerPoint also desirable
- Strong organisational skills. Some project management experience and techniques also desirable. Ability to work flexibly and prioritise workloads
- Ability to work as part of a team and engage confidently with partners at all levels of seniority
- Understanding and experience of delivering a high-quality customer service
- Clear and effective communication skills - both oral and written. Experience preparing reports, spreadsheets, correspondence and other documentation
- Experience of developing and maintaining computer-based and manual record systems

You do not necessarily need to have specific knowledge of the Freeports programme or the East Midlands Freeport proposition – though please do flag where you think you have relevant sector experience and/or understanding of the regional context.

We are open to people with a public, private and/ or University sector background and we're also interested to know if you have a particular connection to the East Midlands (although this isn't a requirement).

Remuneration and employment terms

- **Up to £35,000 pa depending on experience**
- **Will consider secondment, fixed term or permanent contract depending on your circumstances**
- **28 days annual leave plus Bank Holidays**
- **Flexible working arrangements but with a requirement for travel across the East Midlands on a regular basis**