

### **About us**

We're Salix and we're on a mission to help save the planet.

We enable and inspire organisations in the public and private sectors to achieve their ambitious net zero targets and create better places to live and work.

We're passionate about our work and proud to be on the journey with them.

We deliver government funding schemes to support councils, schools, housing associations, hospitals and universities boost their energy efficiency, reduce their impact on the environment, save money and remove households from fuel poverty.

We work with the UK government and the devolved administrations in Scotland and Wales. As well as managing the funding schemes, we provide professional advice, expertise and support to grant recipients throughout all stages of their projects.

We also offer insight, intelligence and influence by sharing knowledge and lessons learnt from project delivery to help improve future schemes and policy development.

We were created in 2004 and have been growing ever since. We now employ 200 people. Our principal office is in Manchester, and we have a base at Canary Wharf in London.

We are wholly owned by the Department for Energy Security and Net Zero.

### **Why work for us?**

If you share our passion for addressing the urgent challenge of climate change and contributing to the UK's ambitious decarbonisation goals, we want to connect with you.

We offer fulfilling careers where every day brings exciting challenges and rewards.

You'll have the chance to leverage your skills and expertise to shape impactful projects, both large and small, making a meaningful difference across the UK.

Recognising that our employees are the reason for our success, we prioritise their wellbeing and professional development.



As proud holders of Investors in People and Carbon Literacy Project accreditations, we are committed to creating an environment where you can thrive.

As you'd expect, we offer a variety of benefits, activities and training opportunities to ensure you excel in your role and enjoy your time with us.

We're committed to equal opportunities and we're proud of the diverse workforce we have. We continue to grow the diversity of our people, promoting an inclusive culture.

Role	Executive Assistant to Chief Executive
<b>Department / Location</b>	Executive Management Team / Manchester
<b>Reports to</b>	Chief Executive
<b>Package</b>	£30,000 per annum / 18-month fixed-term contract  28 days annual leave (excluding bank holidays) Cycle to work scheme Contributory pension scheme Employee support with public transport costs Supported training budget for staff Access to Employee Assistance Program
<b>Overview</b>	We are looking for a proactive Executive Assistant to provide a high level of confidential support to the CEO. On occasions you will be required to conduct project work, deal with key issues on behalf of the CEO and support the wider executive team. The role will also involve ensuring chasing progress where necessary.  You'll be driven, proactive, resourceful and be able to make decisions under pressure. You will have excellent

	communication, interpersonal and problem-solving skills.
<b>Key performance objectives</b>	<ul style="list-style-type: none"> <li>• Provide comprehensive and organisational administrative support and diary management for the CEO</li> <li>• Conduct ad hoc project work on behalf of the CEO</li> <li>• Support an outcome-driven culture and support the EMT in achieving their goals</li> <li>• Deal with key issues on behalf of the CEO</li> <li>• Ensure that work is carried out in accordance with Salix core values, equality aims, policies and procedures</li> </ul>

<b>Key responsibilities</b>	<ul style="list-style-type: none"> <li>• Diary management for CEO and wider executive team</li> <li>• Prepare agenda and EMT/CEO reports for meetings and produce minutes as appropriate</li> <li>• Manage information flow in a timely and accurate manner and chase progress</li> <li>• Maintain effective filing and data storage, including emails and retrieval systems to ensure the needs of EMT / FOI are met</li> <li>• Plan and organise travel and accommodation when required</li> <li>• Provide support for Board/NED members</li> <li>• Provide support for Board/NED meetings by ensuring meetings are properly arranged and serviced</li> <li>• Service meetings of the EMT by drafting and collating papers and reports, preparing manageable agendas, taking minutes and following up on actions points</li> <li>• Track daily expenses and prepare weekly, monthly or quarterly reports</li> </ul>
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- Work closely with the office management team and communications team to support organisational wide activities such as town halls, staff days, away days and others as required.
- Prepare and format information for internal and external communication - memos, emails, presentations, reports
- Screen and direct enquiries and distribute correspondence
- Undertake ad hoc duties/projects
- Ideally able to provide a workplace presence to align with the CEO in the office or organise alternative arrangements

## Appointment Process

Salix is an equal opportunities employer and has a policy of equal pay. The Person Specification for this position can be found in Appendix 1. All criteria outlined in the specification are considered essential and will be assessed through a combination of the application statement, CV and interview.

Candidates must demonstrate that they meet the qualifications, experience, skills and abilities listed in the Person Specification. In order that candidates focus on the experience, skills and abilities in the Person Specification, ten specific areas have been highlighted. Candidates should focus on these ten points in their written statement which should be no more than 1,500 words. Other aspects of the Person Specification will be evidenced from your CV and the final interview. See Appendix 1 for the Person Specification.

Successful candidates are required to undergo and pass a DBS and BPSS security check to be employed by Salix. This will be carried out as part of the reference process, on receipt of the signed acceptance of a conditional offer.

## How to apply

If you wish to apply for this role, please:

1. Send an updated CV and personal statement to [salixapplications@ivyrockpartners.com](mailto:salixapplications@ivyrockpartners.com)
2. Equality monitoring form (available to download [here](#)).

Please specify in the application email subject the job title you are applying for and within the email where you saw the job posted.

## Appointment timetable

- The position has been advertised on **4 November 2024**
- Applications will close on **27 November 2024**; or sooner if the post is filled.
- Shortlisted candidates will be invited to interview by mutual agreement.
- Start in post by mutual agreement.

## Key information about application

- Applicants must demonstrate through their CV and personal statement that they meet the qualifications, experience, skills and abilities listed in the [Personal Specification in Appendix 1](#).
- Please be aware that Salix will only accept applications which contain all the requested supporting documentation detailed above, and candidates that do not submit all requested documentation will not be contacted to submit a full application.
- All applicants must have the right to work in the UK and documentation is required to support this.

Appendix 1: Person specification

<b>CRITERIA</b>	<b>DESCRIPTION</b>	<b>ESSENTIAL CRITERIA</b>
<b>EXPERIENCE</b>	Experience as an executive assistant, personal assistance or something similar	
<b>SKILLS AND ABILITIES</b>	Able to communicate effectively verbally and written, with a wide variety of types and levels of contact	✓
	Have a flexible approach to work and be receptive to change	✓
	Able to work to tight deadlines and under pressure	✓
	Able to successfully manage formal committee meetings	✓
	Outstanding organisational or time management skills	✓
	MS Office knowledge	✓
	Discretion and confidentiality	✓
	Organised and results-oriented, able to multitask during conflicting deadlines and prioritise tasks accordingly	✓
	Good attention to detail, as well as able to display a calm, confident and clear approach to work	✓

Key: ✓ = key criteria