



SCOTLAND'S CHARITY AIR AMBULANCE



Executive Assistant

Location: Perth Airport, Scone

Reports to: Chief Executive

Hours: 37.5 hours per week

Salary: £28,000 to £32,000 p.a.

Benefits: Pension: 12% employer's contribution (after 3 months' service)
Annual Leave: 36 days (incl. public holidays) + an extra day for your birthday
Death in Service benefit: 3 times annual salary
Optional Private Medical Insurance plan
Access to Blue Light Card
Learning and Development opportunities

Working for Scotland's Charity Air Ambulance

Scotland's Charity Air Ambulance (SCAA) exists so nobody in Scotland suffers or dies because medical help cannot get there in time.

People can get sick or have accidents anywhere and anytime. But in Scotland there are places where urgent medical help cannot reach people. Or help gets there too late. And when lives are at risk every minute matters.

As a charity we rely on donations from the Scottish public, companies and communities to ensure that urgent medical help gets to the patient when it is needed, wherever they are and at whatever time of day.

We seek a highly organised and proactive Executive Assistant to support our executive team. The ideal candidate will possess exceptional administrative skills and keen attention to detail, enabling them to manage multiple tasks efficiently. This role is pivotal in ensuring the smooth operation of our charity and providing high-level support to executives, facilitating effective communication and project management.

You will primarily offer executive support for our CEO and when required, the Chair, as well as support the executive team in their roles. You will also actively participate in identifying business process improvements, making recommendations and implementing change as required.



Executive Assistant

Scotland's Charity Air Ambulance

Our Purpose

Help must always get there, in time.

Our Values

- One team in all we do
- Safety and risk alert
- Passion, care, and compassion
- Transparency, honesty, integrity
- Responsive, respectful, and inclusive

Our Ambition

No one in Scotland should die because help can't get there in time.

Our Ethos

Fast, professional, responsible, innovative, visible.



Executive Assistant

About the role

As Executive Assistant you will:

- Organise and co-ordinate quarterly Board and Sub-Committee, and other key meetings including agenda planning, drafting minutes, tracking, and chasing actions where necessary while ensuring reports are collated and circulated to Trustees in a timely manner.
- Provide high level comprehensive administrative support to the CEO (diary management, email management, correspondence and co-ordination of travel arrangements).
- Act as first point of contact for the CEO, taking telephone calls or fielding emails, and personally oversee requests for information, appointments and other enquiries. Where appropriate, take the initiative in either responding directly, or preparing draft responses to written and verbal communications.
- Ensure CEO is prepared for internal and external engagements with stakeholders and has appropriate time allocated for work, managing actions and deliverables.
- Manage extremely sensitive and confidential Charity and personnel information and documents while exercising high discretion and diplomacy.
- Support the wider Executive Team with planning internal and external meetings and assisting with coordinating business travel, including booking transport and accommodation when required and preparing itineraries.
- Prepare statistical, financial, or other administrative reports that the Executive may require.

About the Role 2

- Plan, co-ordinate and organise key internal and external meetings, visits and events, as requested, including organising venues, agendas and papers, catering, notes and any follow-up actions.
- Supporting the HR Officer with the onboarding of new starts.
- Maintain administrative workflow by reviewing processes, implementing ideas, and developing reporting procedures.
- Create and revise systems and procedures, utilising existing systems and software or researching and making recommendations for further investment in equipment and systems which would support the delivery of the charity's mission.
- Perform ad hoc tasks and projects as required.
- Assist with general charity admin duties when available to do so, including responding to enquiries, banking and other financial tasks.



Executive Assistant

About you

Experience, knowledge and skills

Essential

- Experience of providing high level administrative support at a senior level.
- Experience of managing a busy diary, organising meetings, and prioritising workloads.
- Exceptionally well organised and experience of proactively organising others.
- Understanding the importance of confidentiality and data security.
- Proven competency in Microsoft office suite and CRM Databases.
- Excellent minute-taking skills, providing minutes of meetings that require minimal changes in a timely manner.
- Excellent communication skills - both verbal and written - with a warm approach to colleagues and beneficiaries.
- Great relationship management skills with the ability to communicate effectively at all levels of the organisation and externally.
- Meticulous attention to detail and accuracy in all activities undertaken.
- Ability to work independently and in partnership with a wider team and stakeholders.
- Ability to keep calm under pressure, and to continuously re-prioritise a diverse workload.
- Ability to multitask, juggling different timescales and specific deadlines.
- Commitment to charity vision, mission and values.

Desirable

- Executive Assistant experience, preferably within a charity environment.
- Experience of operating and managing documents through SharePoint and other cloud-based file repositories.
- Experience of collating, monitoring and providing high-level KPI reports for Trustees, the Executive Team and others within SCAA.



Executive Assistant

Join us!

Application

To apply please email your CV and a covering letter outlining your suitability for the role, your relevant experience, and your motivations for applying to **Katherine Farmer, Office Manager**, at k.farmer@scaa.org.uk

We advise you to refer to the 'About You' section and use this to explain your suitability for the role in your covering letter. The more you can relate your skills and experience to this role, the higher the likelihood of progressing to the interview.

To find out more about the role you can also contact **Katherine** with any questions.

Application deadline is 7th March 2025.

Interviews

Interviews will take place at our base at Perth Airport in Scone on **24th March 2025**.

Further information will be provided if you are invited to interview.



Executive Assistant