



Executive Support Officer

Are you:

- An experienced professional with a background in internal communications and information security?
- Keen to be involved in executive support and event organisation
- Proactive, with a keen eye for detail?
- Highly organised with excellent communication skills and attention to detail?

Would you like to:

- Work to develop an excellent internal communications function?
- Help to develop Company information security protocols?
- Effectively support a dynamic executive team?
- Contribute to the planning and delivery of fantastic company events?

...then we would like to hear from you.

Ecctis Limited is the UK national agency for information and expert advice on international qualifications and the global leader in skills assessment and credential evaluation. We help make sense of international qualifications and support a range of clients including individuals, universities, and colleges, awarding bodies and government ministries.

We are looking for an Executive Support Officer to join our team, to lead on internal company-wide communications, provide support to our Data Protection Officer and provide high quality executive support to our Executive Team. The successful candidate should be able to demonstrate that they are a team player, that can also work proactively and autonomously with minimal supervision.

Ecctis Ltd is committed to fostering a culture of inclusivity and connectedness. The core of our work involves working internationally with individuals all over the globe with different backgrounds. In recruiting for our organisation, Ecctis Ltd is an Equal Opportunities Employer, and welcomes the unique contributions you can bring; therefore we specifically welcome applicants of all backgrounds, regardless of race (including colour, nationality, and ethnic or national origin), sex or gender, gender reassignment, sexual orientation, religion or belief, age, marriage or civil partnership, pregnancy and maternity, or disability.

The role

This role will be reporting to the Head of Corporate Affairs. The company has recently become an Employee Ownership Trust and a key element of the role is to coordinate internal communications relating to ongoing Company activities and benefits. Additional responsibilities include supporting the Data Protection Officer and the effective support for the Company's Executive Team.

Internal Communications:

- Lead on the development of an internal newsletter, informing staff of general Company progress, new starters, items of general interests.
- Support with the coordination and delivery of Company-wide 'Monthly Stand Up' meetings.
- Play a coordinating role in the creation of other company-wide communications (e.g. relating to our charity work, corporate social responsibility, and HR policies)

Information Security:

Providing general support to the Data Protection Officer



Administration and Executive Support

- Providing executive support as required to the Executive Team including:
 - Executive Director
 - Head of Corporate Affairs
 - Head of Operations Division
 - Head of Commercial Division
- Organising and maintaining the Executive Team's diaries as required.
- Organising catering for meetings.
- Recording and reconciliation of the Executive Team's business expenses on a monthly basis,

Corporate Support

Ad-hoc corporate support to the Head of Corporate Affairs such as:

- Assisting with the organising of various social and corporate events including the staff Christmas Party and the annual Corporate Away Day

Skills & Experience Required

Qualifications

- Educated to RQF Level 3 or equivalent
- Experience in delivering internal communications
- An awareness or keen interest in Data Protection

Interpersonal, effectiveness and communication skills

- Excellent interpersonal, verbal and written communication skills
- Excellent organisational and time management skills
- Pro-active, professional approach & a good team player
- High level of attention to detail and the ability to work under pressure and to deadlines, using own initiative
- Working closely and effectively with internal and external personnel where required
- High level of computer literacy (Microsoft Word, Excel and Outlook are essential)
- Highly numerate, with an understanding of financial management.

Office Location: Cheltenham, Gloucestershire, UK

Working Hours: Monday to Friday, 8:30/9:00am to 5:00/5:30pm with an unpaid, 1-hour lunch break.

Salary: £28,000 to £32,000 per annum DOE

Benefits: 25 days annual leave plus bank holidays

Company Pension scheme (the Company will match employee contributions up to a maximum of 6% of basic salary in the first year. Then the scheme becomes non-contributory with employer contributions of 10% leading to 20% based on years' service)

Life assurance of 3 x basic salary for members of the pension scheme

Bupa Private Health Care Scheme with employee contribution

Employee Assistance Programme

Employee Ownership Trust:

- As an Employee Ownership Trust, we do things a little differently from some other organisations. Every one of our employees has a voice and our people are highly motivated and committed. Our structure allows for our combined success as an



organisation to be shared equitably across the Company. The trust is indirect, meaning that eligible employees are not shareholders directly, however they are held 'in-trust' by the Trust's Board of Directors.

- The Employee Ownership Trust allows for a yearly tax-free bonus that is in addition to performance related bonuses to be paid to all eligible employees – dependant on the company's annual performance.
- Eligible employees: Employees must be employed for 6 months before being an eligible beneficiary of the Trust.

Please note: All applicants must hold a current permit or visa showing their right to work in the UK.

To apply: Email your CV and covering letter to recruitment@ecctis.com