

## **Executive Assistant to the Chair**

**Location:** Remote / Hybrid | **Type:** Full-time

**Salary :** Depending on experience up to £25-30k

**Charity Base :** Registered base Horsham, West Sussex, RH12 5QE

## **About Us**

SEDSCollective is a pioneering, volunteer-led charity supporting individuals with both symptomatic hypermobility (including Ehlers-Danlos Syndromes, Hypermobility Spectrum Disorders and associated conditions) and neurodivergence (including Autism, ADHD, Dyspraxia, Tourette's Syndrome, Dyslexia and more).

Founded in 2018 by Jane Green MBE, SEDSCollective has grown from a grassroots initiative in Sussex, UK, into a multi-award-winning charity with international reach. We support individuals, families, carers, and professionals across health, education, employment, transport accessibility and social care.

## **Our mission is to:**

- \*Raise awareness of the link between hypermobility and neurodivergence.
- \*Improve outcomes for those affected.
- \*Transform lives by providing resources, fostering community inclusion, and promoting awareness.

We are entirely user-led and powered by our passionate team of volunteers.

## **The Role**

This is not a typical Executive Assistant position. We are seeking an experienced, highly proactive, and resilient professional who can act as a strategic partner to our Chair, Jane Green MBE.

The role demands exceptional organisational skills, operational strength, foresight and the ability to anticipate needs and act but also is emotionally intelligent. The Chair is very active (often outside of conventional hours, including evenings and weekends) and the successful candidate must be comfortable with a flexible and responsive style of working.

You will be critical to the smooth and professional running of the charity, supporting governance, communications and operations at pace.

While the role is primarily remote, the ability to travel to Crawley, Sussex (or being based nearby) for occasional in-person meetings is desirable.

## **Key Responsibilities**

### **Executive Support & Partnership**

- Serve as the Chair's right hand, ensuring priorities are managed effectively and deadlines met.
- Proactively anticipate needs, solve problems and prepare information in advance.
- Manage inboxes, correspondence and calendars with professionalism and discretion.
- Coordinate multiple schedules, meetings, groups and follow-up actions across the organisation and external partners.
- Ensuring outcomes are followed through and met

### **Meetings & Governance**

- Organise and manage online meetings (Teams, Zoom, Google Docs, WhatsApp), including complex scheduling and breakout sessions.
- Prepare agendas, take accurate minutes, and ensure timely follow-up.
- Support volunteer, advisers, stakeholders administration

### **Operations & Events**

- Oversee logistics for training sessions, webinars, events, and stakeholder engagement.
- Maintain digital filing systems and platforms (Microsoft Teams, SharePoint, Office 365, Google Docs or social media).
- Coordinate different sections and ensure projects, dates are on schedule
- Support stakeholder communications and relationship management at all levels.

### **Research & Digital Support**

- Conduct research and prepare briefing materials for the Chair.
- Support digital tools and online communication, including social media where relevant.
- Explore and apply AI and new technologies to streamline processes.

### **Person Specification**

#### **Essential Skills & Competencies**

**Proven experience** as an Executive Assistant, PA, or equivalent senior administrative role (minimum 2 years)

- Demonstrated ability to manage multiple priorities under pressure.
- Excellent organisational, written and verbal communication skills.
- Proficiency in Microsoft Office, Teams, SharePoint, and other digital platforms.

- Confidence in managing online meetings and digital collaboration.
- Strong attention to detail, with a proactive and problem-solving mindset.
- Ability to think ahead, drives efficiency and anticipates needs and take initiative without constant direction.

### **Personal Qualities**

- Professional, proactive, exacting, reliable, strategic thinking and discreet.
- Comfortable working flexibly and on occasion responding outside of standard office hours.
- Resilient, adaptable and able to thrive in a fast-paced, changing environment.
- Positive and committed to the mission of SEDSConnective.

### **Desirable**

- Experience supporting trustees, directors, or charity governance.
- Familiarity with social media and digital communications.
- Familiarity with the charity sector.
- Ability to travel to Crawley, Sussex (or based nearby) for occasional in-person working or meetings

### **What We Offer**

- A pivotal role in a growing, inclusive charity making a real difference.
- The opportunity to work in close partnership with a highly regarded and dynamic Chair.
- Flexible, hybrid or remote working arrangements.
- Professional development opportunities.
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If this role excites you and you have the skills and experience we are looking for, please contact **[Naznin@sedsconnective.org](mailto:Naznin@sedsconnective.org)**