



Children with Cancer UK
Candidate Pack



Registered Charity Number: 298405
Company limited by guarantee, Number: 4960054

Job description

Job title: Executive Assistant

Contract: Permanent, Full Time

Location: Hybrid – Minimum of 3 days a week working in the office (21-27 Lamb's Conduit Street, London, WC1N 3NL) and 2 days working from home

Reporting to: CEO

Direct reports: None

Salary range: Depending on experience

Role

We are seeking an experienced, highly organised and proactive Executive Assistant to provide dedicated, high-level support to the CEO, working in close partnership to ensure the effective and smooth running of the charity. This role is primarily focused on supporting the CEO and requires someone who is comfortable operating at pace, handling sensitive information with discretion, and acting as a trusted gatekeeper and sounding board. The postholder will work closely with the CEO on day-to-day priorities, governance support and stakeholder engagement, while also contributing to the wider effectiveness of the Senior Leadership Team and office operations. This role will suit a confident self-starter who is solutions-focused, people-centred, and able to anticipate needs rather than working reactively.

Children with Cancer UK

Our vision is a world where every child and young person survives their cancer diagnosis.

We are the leading childhood cancer charity in the UK, supporting families and childhood cancer research since 1988. Over the last 35 years, we've developed kinder treatments, improved public and scientific understanding of childhood cancer and raised over £300 million. Our mission is to improve survival rates and the quality of survival in young cancer patients and to find ways to prevent cancer in the future.

Key responsibilities

Executive Support

- Provide high-level, confidential and proactive Executive Assistant support to the CEO, acting as a trusted partner and key point of coordination.
- Work closely with the CEO to manage priorities, deadlines and competing demands, anticipating needs and proactively resolving issues.
- Manage the CEO's complex diary, inbox and meeting schedule, ensuring effective use of time and appropriate preparation.
- Act as a gatekeeper for the CEO, always handling sensitive matters with discretion and exercising sound judgement.
- Coordinate meetings with internal and external stakeholders, including Board members, ensuring agendas, papers and briefings are prepared in advance.
- Support the CEO's work with the Board and its committees, including organising meetings, preparing agendas and papers, taking accurate and timely minutes, and tracking actions to completion.
- Communicate confidently and professionally with Board members and senior stakeholders, both verbally and in writing.
- Attend meetings with or on behalf of the CEO where appropriate, capturing clear notes, decisions and actions.
- Draft and prepare high-quality correspondence, reports, presentations and briefing documents for the CEO and Board.
- Build strong, trusted relationships across the organisation, enabling effective communication between the CEO, Senior Leadership Team and wider teams.

Business Operations

- Support the smooth running of core operational processes to enable the CEO and Senior Leadership Team to focus on strategic priorities.
- Contribute to the development and improvement of operational policies, processes and systems.
- Liaise with and manage external suppliers and service providers as required, maintaining effective working relationships.

Office Management

- Coordinate facilities management, including maintenance, repairs and liaison with building management or contractors.
- Manage office supplies, equipment and stationery, ensuring effective stock control and procurement.
- Support the organisation of internal meetings, events and charity-wide activities.
- Act as a first point of contact for office and facilities-related queries.

Key Skills & Experience

Essential

- Significant experience as an Executive Assistant supporting a CEO or equivalent senior leader in a complex organisation.
- Strong experience working closely with Boards, including minute-taking, action tracking and preparation of Board papers.
- Exceptional diary management and organisational skills, with the ability to prioritise effectively and remain calm under pressure.
- Excellent written and verbal communication skills, with confidence engaging senior stakeholders.
- Highly proactive and solutions-focused, with the ability to anticipate needs rather than operate reactively.

- Strong interpersonal skills and a people-centred approach, able to build trusted relationships across all levels.
- Demonstrated discretion, integrity and professionalism when handling confidential and sensitive information.
- Experience working with external suppliers or service providers.

Desirable

- Experience within the charity or not-for-profit sector.
- Experience overseeing office management, facilities or budgets.

Please note: If you don't match all of our essential criteria, but have other relevant experiences and skills, please do apply. We would love to hear from you.

Other information

At Children with Cancer UK, we value diversity, and we are committed to creating an inclusive culture where everyone is able to be themselves and to reach their full potential. The statements are not intended to be construed as an exhaustive list of all duties, responsibilities and skills required for this position.

Closing Date: 16th March 2026