Executive Assistant Job Description

Are you an independent and proficient assistant? Are you looking for your next role? If you are a natural collaborator with a positive outlook, this could be the job for you. We are seeking a creative and talented individual to join the Woolf Institute as an Executive Assistant to Dr Esther-Miriam Wagner, Executive Director. This is an exciting opportunity to be part of a dynamic team within an innovative working environment. Affiliated with Cambridge University, the Woolf Institute is the first and only research centre in Europe dedicated to fostering a better understanding of relations between Muslims, Christians and Jews. The Institute funds and fosters ground-breaking interfaith projects, and is nationally recognised for the excellence of its research, teaching and public education programmes. The Institute is supported by its Royal Patron, HRH the Princess Royal.

This is a part-time position (0.6FTE) 3 days per week offering flexible working hours, Monday to Friday, with a competitive salary (26k – 29k pro-rata, depending on experience), as well as a generous pension scheme. The ideal candidate will have at least 3 years experience working in public education and/or the charitable sector, preferably within education/academic organisations. Excellent verbal and written communication skills are essential. We are seeking an individual with expertise and experience which will assist in achieving the following goals:

The role will involve all aspects of being an Executive Assistant, including:

- Diary management and international travel arrangements
- Event and conferencing organisation
- Team engagement/correspondence
- Report writing
- Trustee engagement and liaison
- Coming up with ideas on how to engage with your team across the wider business
- Travel arrangements

What We’re Looking For:

- Excellent written and verbal communication skills
- Confidence dealing with high profile individuals
- Attention to detail essential
- Superb organisation, time and complex diary management skills
- Flexibility and willingness to adapt to fit the needs of the role, with a panache for context switching to meet the needs of a changing environment
- A team player to help shape our rapidly-growing Institute
- A self-starter, who is able to use their initiative and make things happen. Candidates with knowledge of Hebrew and Arabic desirable.
The role will be based at our centrally based office in Cambridge, as well as working remotely initially. Please email recruitment@woolf.cam.ac.uk with a CV and cover letter, explaining why you feel this is the role and culture for you. The closing date for applications will be the 4th of January at 4 pm.