**Graduate CEO Support**

**Reporting to Jo Cherrett (CEO)**

**YOUR PERSONAL PROFILE**

**YOUR ROLE…**

We are looking for a graduate CEO Support to assist, grow and develop with the Chief Executive.  Our CEO is not looking for a traditional PA role; As well as carrying out some day-to-day administration tasks, the successful candidate will liaise with partners, stakeholders and support with strategy, projects, governance, and campaigns in which the Chief Executive is involved.

The ideal candidate will be forward thinking, able to work well in a team, have excellent communication skills, demonstrate personal resilience, a flexible approach to work, have an interest in sport, physical activity and health and a commitment to helping the company achieve its aspirational vision.

**Our Vision**

Inspire and create opportunities for the people of Trafford to move more and live longer, healthier, happier lives

**Our Purpose**

Move More Everyday

**Our Strategic Outcomes**

Improving Health outcomes for all

Excellent facilities, activities and programs

Net zero by 2038

**YOUR SPECIFIC TASKS AND RESPONSIBILTIES INCLUDE BUT WILL NOT BE LIMITED TO**

|  |
| --- |
| 1. To maintain and provide a support service for the CEO’s daily schedule, including forward planning of workload, diary management and co-ordinating and collating all relevant paperwork |
| 1. To liaise effectively with partners, Board members and Stakeholders to support Trafford Leisure in achieving its strategic aims on behalf of the CEO |
| 1. Responsible for supporting the CEO working on strategy, projects, governance and campaigns |
| 1. To compile Board papers and ensure they are sent in good time for meetings. To circulate reports, minutes and agendas for Board and Sub-committee meetings. To liaise with the Chair and other Board Members on various matters as required |
| 1. To effectively plan and coordinate corporate team building activities and events on behalf of the CEO, from inception through to completion, event management, budgetary control, invoicing and post event appraisals. |
| 1. To represent Trafford Leisure at external meetings |
| 1. Working with the CEO to produce well researched, focused, clear and concise reports and policy briefing papers for the Trafford Leisure Board and other partners |
| 1. To produce well researched, focused, clear and concise reports and policy briefing papers for the wider Senior Leadership Team |
| 1. Once competent in role will undertake some accountable for the governance of Trafford Leisure CIC with support from the CEO and FD |
| 1. To service meetings, including preparation of meeting papers, obtaining and preparing briefing materials and presentations, and taking minutes when requested/where necessary |
| 1. To plan and implement hospitality arrangements for the CEO, including provision of hospitality for visitors and Directors of the Board. |
| 1. Carry out any other ad-hoc duties as required by the business |
| 1. You will lead by example and develop yourself and the team around you |
| 1. Work with the operational and wider support teams to inspire, provide feedback and share best practice |
| 1. To support the CEO and wider leadership team by undertaking additional strategic projects as required, such as competitor analysis, program evaluation and deep dives into various areas of the business to generate insights that inform decision-making and continuous improvement. |

**YOUR EDUCATION, EXPERIENCE, KNOWLEDGE, SKILLS, AND BEHAVIOURS**

|  |
| --- |
| **EDUCATION AND QUALIFICATIONS** |
| 1. Must be educated to degree level (or equivalent) |
| 1. Driver’s licence (desirable) |
| **EXPERIENCE** |
| 2. Has the necessary knowledge, skills and proficiency to excel in this role with an ability to learn a new area of knowledge swiftly and effectively when required |
| **SKILLS AND ABILITIES** |
| 3. Ability to use relevant ICT, Microsoft office 365 and maximise the use of technology to improve support to CEO and wider Senior Leadership Team. This individual must be proficient technically in order to support development of the Leadership Team |
| 4. A positive phone manner and excellent verbal presentation and listening skills |
| 5. Ability to understand and interpret complex information with sound analytical skills and the ability to make a sound judgement based on the evidence presented |
| 6. Excellent writing and report skills with the ability to communicate complex issues in a clear, concise manner |
| 7. Ability to be flexible to help deliver hands on solutions where required in additional to planning |
| 8. An organised person with an ability to prioritise and work to deadlines and to work on own initiative |
| **KEY BEHAVIOURS** |
| 9. You will have a a strong commitment to personal self-development |
| 10. Must have a passion for people and be customer focused |
| 11. Exceptional attention to detail |
| 12. Naturally innovative with a keen determination to learn from the experience of others and apply new solutions to problems with up-to-date knowledge on emerging technologies |
| 13. Capable of operating autonomously sometimes within ambiguity, with the skills to manage and plan without clear guidelines |
| 14. An engaging and enthusiastic team player with a readiness to respond to developments at short notice with a positive and flexible attitude |
| 15. A proactive approach to researching new topics and innovative thinking |
| **OTHER** |
| 16. Sees change as a normal part of their working life, readily taking on changing priorities and adapting their way of operating to meet changing demands |

**09.05.2025**