

Northern Housing Consortium

Job Title: Executive & Governance Assistant

Responsible to: Chief Executive

Section: Corporate

1 Main purpose of the role

- To work directly with the Chief Executive supporting all aspects of their work – ensuring effective running of their office; supporting work with NHC members, external organisations and stakeholders.
- To work with colleagues across the organisation – commissioning briefings for key meetings and activities and supporting relevant internal and external meetings and projects.
- To assist the Company Secretary in the delivery of any other Operational Management Services including Board support.

2 Key tasks and responsibilities

- Provide efficient running of the Chief Executive's office including undertaking diary management, arranging travel and accommodation, completing expense claims, reviewing and responding to emails where appropriate, arranging meetings, correspondence, speaking engagements and other activities.
- Work effectively with a range of individuals and organisations – arranging visits and meetings with external organisations and stakeholders, including NHC members, government departments, MPs and ministers.
- Develop strong and effective working relationships with internal colleagues to support the Chief Executive, including commissioning briefings for meetings and preparing presentations, including using systems to gather intelligence.
- Ensure leadership meetings are well prepared for and actions are tracked; manage a forward look in collaboration with colleagues, minute Executive Management Team (EMT) meetings and Commercial Advisory Group meetings and compile formal minutes for Audit & Risk Committee meetings and Management Board meetings.
- Create and maintain relevant electronic records and filing systems.
- Maintain the Articles of Association, ensuring they are kept up to date and compliant with current company law.
- Manage scheduling for Board and all Committees ensuring that meetings take place as required under the Governance structure.
- Organise the annual Election of Directors and collate Members votes in preparation for the AGM.
- Co-ordinate the timely preparation of agendas and papers for Board meetings and circulate the papers on time.
- Support the Chief Executive in all Governance Reviews.

- Act as primary point of contact for administrative support for Non-Executive Directors, including diarising and support for Board inductions and Board appraisals.
- Co-ordinate relevant projects on behalf of Chief Executive and participate in relevant meetings, including cross-organisational groups.
- Undertake additional and/or alternative duties from time to time, including supporting Executive Directors as needed.
- Proactively contribute to business intelligence by capturing and acting upon business intelligence obtained through day to day work.

3 We're all about people

- Act as an advocate and ambassador for the NHC.
- Exemplify the culture, values and behaviours of the organisation.
- Actively support team working across the organisation.
- Lead in the delivery of NHC objectives.
- Carry out other such duties as may be necessary for the successful operation of the NHC.
- Fulfil the requirements of the post in a professional manner and in doing so achieve high standards and agreed personal performance targets are met

4 Qualifications and experience

For this role, we'd expect the holder to have:

- Recent experience of supporting senior leaders within an organisation and / or public figures (E)
- Experience of senior-level administration (E)
- Excellent organisation, time-management, written and verbal communication skills (E)
- Experienced user of systems and software to complete administration tasks (E)
- Ability to multitask, prioritise effectively and pay attention to detail (E)
- Excellent understanding of Microsoft Office (E)
- Proficient with using CRM systems (E)
- Ability to work as a team and develop positive working relationships (E)
- Ability to ensure confidentiality and act with tact and discretion (E)
- Ability to proof-read and summarise documents (D)
- Worked in housing or on one of the NHC's core objectives (D)
- Experience in governance support of non-executive Boards and Committees (D)

March 2025