

Executive Assistant to the Deputy Group CEO/CEO Twenty11 & Director of Property Job Description

Pod: Business Support

Stem: Home Safety

Reports to: Group Business Support Manager

Direct reports: None



Red Kite's Expectations

At Red Kite, we believe every great leader deserves exceptional support to help them succeed. Our Executive Team is at the heart of a fast-paced, ambitious organisation, inspiring our people to aim high and deliver outstanding services for our customers. As an Executive Assistant (EA), you'll be the trusted right hand to senior leaders, ensuring they are organised, informed and able to focus on strategic priorities.

You will be the first point of contact for the Deputy Group CEO/CEO Twenty11 and Director of Property, managing their diaries, communications and key priorities. We expect you to bring confidence, professionalism and discretion, creating calm in the midst of complexity. This role requires someone who thrives under pressure, works collaboratively across teams and champions our tenant-led approach to delivering services.

Key Responsibilities

- Act as the first point of contact for internal and external stakeholders, managing enquiries and signposting as needed.
- Provide high-level administrative support, including diary management, travel planning and minute-taking with exceptional accuracy and speed.
- Ensure Executive Directors are fully briefed for meetings and events, preparing presentations, reports and key documents as required.
- Support project delivery, working collaboratively with teams to gather and coordinate information.
- Proactively manage calls, appointments and documentation, using initiative to prioritise and resolve issues independently.
- Support Board and Executive Team meetings, including some evening attendance, ensuring meetings run smoothly and actions are tracked.
- Authorise expenditure within agreed limits and assist with budget management where necessary.
- Promote and embody Red Kite's vision, mission and values, ensuring our tenant-led approach influences everything we do.

Our non-negotiables

- You lead with professionalism and integrity, always demonstrating Red Kite's values.
- You are organised, detail-oriented, can manage multiple priorities without losing focus and handle confidential information with absolute discretion and sound judgement.
- You are a strong communicator, confident working with colleagues, partners and Board members.
- You are proactive, solutions-focused and thrive in a fast-paced, dynamic environment.

Added extras

- Be part of a supportive and ambitious team committed to making a difference in social housing.
- Enjoy access to professional development and leadership opportunities.
- Flexible working arrangements and wellbeing support to help you balance work and life.
- A chance to influence the way we work and contribute to shaping our future strategy.
- The opportunity to work closely with senior leaders and gain invaluable exposure to decision-making at the highest level

Qualifications, Skills & Experience

- Proven experience as an Executive Assistant, Personal Assistant, or in a similar high-level administrative role.
- Exceptional organisational skills, with the ability to prioritise, manage time effectively and remain calm under pressure.
- Strong written and verbal communication skills, capable of producing accurate minutes, reports and presentations.
- High level of proficiency in Microsoft Office (Word, Excel, PowerPoint, Outlook) and confident with digital collaboration tools.
- Ability to work independently and as part of a team, using initiative to solve problems and deliver results.
- Professional, approachable and resilient, with the maturity to handle complex and sensitive situations.
- Understanding of governance, Board processes and experience supporting senior leadership teams is desirable.