

Role Description

Role title:	Executive Assistant
Grade:	Staff
Responsible to:	Chief Operating Officer
Hours of work:	Full Time 9-5 Mon to Fri with occasional evening work required occasionally.
Contract type:	Permanent
Place of work:	St John Scotland Headquarters, Edinburgh
Salary:	£28,000
Closing date:	Monday 17 th March at 09:00
Interview date:	Monday 24 th March 2025

About St John Scotland

St John Scotland is a national charity registered in Scotland and part of the global St John community. We are a unique organisation that operates both as a chivalric order and a charity focused on community health resilience. Our mission is to support NHS Scotland, the Scottish Ambulance Service, and other national and local organisations.

Our services, delivered across Scotland by 14 Local Area Committees and dedicated volunteers, include Patient Transport Services, Public Access Defibrillators, and CPR awareness, we also support Community First Responders groups. Additionally, we engage in international work, supporting a community-led healthcare program in Malawi and the St John Eye Hospital Group in the West Bank, Gaza, and East Jerusalem.

About the role

We are seeking a highly organised and proactive individual to join us as a key support to our Chief Operating Officer (COO) and Board of Trustees. This new role is pivotal in ensuring the smooth operation and governance of our charity. The successful candidate will manage complex diaries, demanding agendas, and provide support to enable the COO to focus on strategic priorities.

Key Responsibilities

- Provide administrative support for all internal and external meetings, including Board meetings, Sub-Committees, AGM, Area Chairs meetings, Community of Practice meetings, and ad hoc Working Groups or forums.
- Issue agendas, associated papers, board packs etc, set up and facilitate face-to-face and virtual meetings, take minutes, and ensure prompt production and dissemination of meeting notes.
- Follow up on decisions as directed by the COO and collaborate with other staff members.
- Manage and maintain policies, procedures, and minutes, ensuring proper version control.
- Provide comprehensive administrative support to the COO, including travel and accommodation bookings.
- Undertake other tasks in support of the COO and the organisation as deemed necessary.

Essential Criteria

- Exceptional organisational and time management skills with the ability to prioritise effectively.
- Excellent stakeholder management and communication skills, both written and verbal.
- Ability to build relationships with a diverse range of individuals, including Board members.
- Ability to understand and navigate complex working arrangements.
- Discretion in handling sensitive and confidential information.
- Proactive attitude and ability to use initiative.
- Efficient in the use of using Microsoft 365, SharePoint and MS Teams

Why Join Us?

By joining St John Scotland, you will be part of a dynamic team committed to making a meaningful impact on community health resilience. You will have the opportunity to contribute to both local and international initiatives, working alongside passionate professionals dedicated to our mission.

More information

Holidays

30 days per annum, increasing by 1 day for every complete year of service up to a maximum of 35 days.

Pension

Auto-enrolment in the charity's pension scheme

How to Apply

If you are motivated, proactive, and ready to take on this challenging and rewarding role, we would love to hear from you. Please visit our website [St John Scotland | Saving lives together](#) to find out more about St John Scotland.

To apply, please submit a full CV and accompanying cover letter, to info@stjohnscotland.org.uk