



ARTHRITIS ACTION

EXECUTIVE ASSISTANT

JOB DESCRIPTION

Reporting to:	CEO
Head Office:	Arthritis Action, Stroke Association House, 240 City Road, London EC1V 2PR.
Location:	Hybrid: One day in London office (Mondays or Wednesdays), two days at home.
Hours:	Three days/week (22.5 hours per week). Fixed Term Contract for one year.
Salary:	£30K to £34K FTE per year (depending on experience).

About Arthritis Action

Arthritis Action is the UK charity giving hands-on, practical help to improve the quality of life of people affected by arthritis. We offer an integrated self-management approach, which looks at both the physical and mental health impact of living with arthritis. We support people living with musculoskeletal conditions through healthy eating advice, mental health resources, pain management techniques, Online Groups, employment support, and exercise advice and resources.

Purpose

The Executive Assistant (EA) will serve as the right hand to the CEO, Deputy CEO and Head of Finance & Operations (Executive Management Team – EMT) ensuring efficient day-to-day operations, handling high-level administrative support, and enabling the EMT to focus on strategic priorities.

This role demands high standards of organisation, confidentiality, professionalism, and discretion, given the EA's access to sensitive information, strategic discussions, and senior-level correspondence. The EA will work closely with internal and external stakeholders, including staff, trustees, donors, and partners, requiring sound judgement, diplomacy, and excellent communication skills.

This is a dynamic role in a fast-paced, purpose-driven environment — ideal for someone who is solutions-focused, aligned with our mission, and thrives in a collaborative, small-team setting.

Key Responsibilities – **This is a new role for Arthritis Action, giving you the opportunity to bring your expertise to help us shape the role. The role will include but not be limited to:**

Executive Support

- Provide high-quality administrative support to the EMT for internal and external meetings and events, including diary management, communications, organising logistics (room/venue bookings, catering, etc.), travel planning, speaking engagements and meeting coordination
- Draft correspondence, reports, presentations, and meeting agendas
- Maintain accurate and organised digital and physical files
- Assist with EMT expense claims

Board, Committees & Stakeholder Coordination

- Schedule and organise board and committee meetings
- Prepare and circulate agendas, papers, and minutes
- Support on trustee recruitment as required, including making arrangements for interviews
- Support trustee onboarding, record keeping, and compliance with charity governance requirements
- Liaise with board members and key stakeholders on behalf of the EMT
- Maintain statutory records and assist with annual reporting

Project, Fundraising & Operations Support

- Support EMT as they work with trustees and the team to develop our 2027-2030 strategy
- Aid the preparation of our 85th Anniversary in 2027
- Track deadlines and follow up on action items for the EMT
- Support on special projects, events, and fundraising initiatives
- Conduct research and prepare background materials as needed
- Assist with a large-scale digital file organisation and clean-up

PERSON SPECIFICATION

EXPERIENCE & SKILLS

Proven experience supporting a senior executive or leadership team.	Essential
Outstanding organisational and time-management skills.	Essential
Excellent oral and written communication skills including the ability to write in Plain English for a range of audiences.	Essential
Tech-savvy with strong proficiency in Microsoft Office and scheduling tools.	Essential
Discretion, reliability, and a high level of emotional intelligence.	Essential
Ability to work independently and manage competing priorities.	Essential
An understanding of, and commitment to, Arthritis Action’s vision, mission, equal opportunities and diversity.	Essential
Experience in a nonprofit or charity setting.	Desirable
Database experience.	Desirable
Event planning or fundraising support experience.	Desirable

ATTRIBUTES

Excellent organisation and interpersonal skills.	Essential
A self-starter, able to work on own initiative where required.	Essential
Enthusiastic team-player with a can-do attitude.	Essential
Able and willing to travel within the UK.	Essential

How to apply

Applications should be in the form of a CV with a covering letter explaining your interest in and suitability for the role. Please provide both email and telephone contact information for yourself. Applications should be sent by email to veronica@arthritisaaction.org.uk. Candidates must be eligible to work in the UK. Please note that only short-listed candidates will be contacted.

Applications should be received by Friday 28th November at 5pm at the latest.
Interviews will take place at the London office on Monday 8th December.

Early application is encouraged as we will review applications throughout the advertising period and reserve the right to close the advert ahead of the deadline should we receive a sufficient number of applications.

Arthritis Action is an equal opportunities employer. We treat employees and job applicants in the same way regardless of age, disability, marital status, gender reassignment, race, colour, nationality, ethnic origin, sexual orientation, religion or belief.