



Job Description

Section 1 - Description

Job Title: Executive Personal Assistant to the President
Location: Office of the President & Chief Executive Officer
Reports to: Chief Executive Officer
Grade: 4
Salary: £29,913 - £34,188
Contract: Permanent, full-time (35 hours)
Date: October 2025

Section 2 - Job purpose

The Executive Personal Assistant (PA) to the President provides high-level proactive executive administrative support to the President to ensure the effective delivery of the President's priorities and commitments.

The post-holder will act as a trusted gatekeeper and liaison, ensuring that communication, coordination, and processes within the President's Office are efficient, discreet, and aligned with the President's priorities.

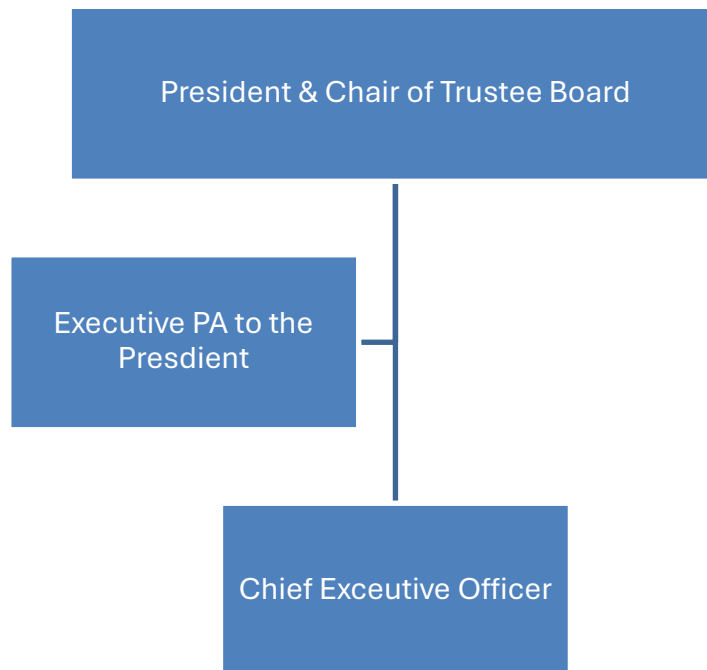
The work of the Executive PA includes, organising and prioritising incoming and outgoing correspondence, preparing papers for meetings, minute taking, diary management, forward planning, tracking and management of workflow, organising UK and international travel and accommodation, screening telephone calls and filing.

The post-holder will regularly interact with high-profile individuals and guests, and as such will require exceptional interpersonal skills, discretion, and a confident yet approachable demeanour

The post-holder will be expected to work flexibly to support the President's schedule, which may occasionally require working outside normal office hours. In addition, the role requires a regular on-site presence, with an average of four days per week in the office. This is to ensure consistent and responsive support to the President.



Section 3 - Organisation structure



Section 4 - Main role and responsibilities

- Provide a full proactive support service to the President in order that the administration of the President's office runs effectively and efficiently including the co-ordination and production of agenda and papers
- Act as the primary point of contact for the President in order that all relevant communications can be handled effectively and efficiently
- Ensure all relevant appointments are made, recognising the need to prioritise where appropriate in order that the President's time is utilised effectively
- Liaise with all relevant colleagues across the College to ensure that requests from the President are actioned in a timely and appropriate manner
- Make travel arrangements as necessary (both UK and international) in order that the President can attend events and meetings as required
- Provide administrative support for matters relating to Honorary Fellowships and National Honours, ensuring that due process is followed that the committees are set up and provided with necessary information and that nominations and citations are prepared and submitted in a timely manner
- Organise and ensure smooth running of President led events as requested including, but not limited to, College Council Dinner, President Conference Dinner and Diploma Ceremony Dinner
- Plan and organise the Annual Founder's Day Service at Glasgow Cathedral
- Co-ordinate the arrangements of meetings with the President/CEO and College Leadership Team as required



- Work together with the PA to the CEO to provide administrative support, including minute taking for College Council and Executive Board and provide cover for each other at times of absence and/or leave
- Any other duties that may be reasonably required to support the President

Section 5 – Planning and organising

The workload of the Executive PA to the President will be dynamic and as such the ability to plan and adapt workload to meet demands will be essential. They will be able to work flexibly and to tight deadlines and manage multiple priorities including coordination of travel arrangements for the President, de-confliction of competing demands, prioritising workload and build forward planning into workload.

Section 6 – Decision making

The Executive PA to the President must be able to work both independently and as part of the team. Day to day decision making will be limited in scope, but very important where it does apply, which will normally be connected to scheduling meetings and diary commitments.

Whilst most decisions will be directed by the President the post-holder is expected to use their initiative and judgement appropriately and to take such decisions which are within the scope of their role. This will include being able to identify and demonstrate proactively when situations need to be referred to a more senior member of staff.

Section 7 – Knowledge, Experience and Skill Set Required

The post-holder will require the following:

- Minimum of five years' experience in a similar post is essential
- Confidentiality, discretion and sensitivity are essential
- Excellent written and verbal communication skills
- Exceptional interpersonal skills to influence and interact effectively with a wide range of internal and external stakeholders
- Proven track record of strong administrative skills, including minute taking and diary management
- Outstanding planning and organisational skills including ability to prioritise effectively and demonstrate a high attention to detail
- Excellent IT skills including the use of Microsoft Office and databases
- Excellent team working skills together with an ability to work on own initiative