



Job Description

Executive Assistant

Department	Executive Team
Location:	St James Park & The Cliff Hill Training Ground, Exeter
Contract Type:	Part-time, permanent (3 days per week, flexible working days)
Reports to:	Chief Executive Officer
Core Team Relationships:	Executive Team

As an integral part of our dynamic team, you will play a crucial role in upholding our organization's commitment to sustainability. Regardless of your specific role in marketing, HR, procurement, or any other department, we expect all employees to actively embrace and adhere to our sustainability policies. Your dedication to environmentally conscious practices, resource efficiency, and ethical considerations will contribute to our collective efforts in fostering a responsible and sustainable workplace. We believe that each team member, regardless of their functional area, plays a vital role in promoting and implementing sustainable practices that align with our organizational values.

Exeter City Football Club seeks to ensure the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.

Main Purpose:



Exeter City Football Club is a unique club and proud of its Supporters Trust Ownership model. As a Club we have a rich history and a special place in the heart of the community with our Trust ownership reflected in our commitment to balancing on-field success with long-term sustainability and placing fan and community engagement at the core of our operations. We have a remarkable track record of nurturing talent through our Academy, promoting players to the first team, and maximising their performance.

As we strive to achieve our vision of being an 'outstanding community-owned club, playing football at the highest sustainable level' We are seeking a highly organised, proactive, and professional Executive Assistant to provide part-time support to the CEO and Executive Leadership Team. The successful candidate will be responsible for managing key administrative functions, including maintaining and organising the Executive Teams email inboxes, scheduling, and communication tasks.



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Role Summary

The key responsibilities of this role are:

Email Management:

- Monitor, prioritise, and respond to emails in the CEO's and members of the executive teams inboxes.
- Flag urgent matters and ensure timely follow-up on key communications.
- Draft, proofread, and send professional correspondence on behalf of the CEO.

Administrative Support:

- Manage the CEO's & Executive Teams calendar, including scheduling meetings and organising appointments.
- Prepare meeting agendas, take minutes, and track action items.
- Organise and maintain files, documents, and records in line with data protection policies.
- Maintain the Sharepoint Hub with success stories and relevant news from the Executive Team huddles

Event Coordination:

- Assist in organising internal and external events, including executive meetings and stakeholder engagements.
- Coordinate travel arrangements and itineraries as needed.

Communication:

- Act as the primary point of contact for the CEO's & Executive Teams office, ensuring clear and professional communication with internal and external stakeholders.
- Prepare presentations, reports, and briefing materials as required.

General Office Support:

- Provide administrative support to the wider Executive Leadership Team.
- Assist with ad-hoc projects and tasks to ensure the smooth running of the executive office.

This job description should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in consultation in the light of the changing business needs.

Qualifications/Experience/Knowledge required: Please see person specification.





Person Specification

Skills/Competencies	Essential (E)	Desirable (D)
Proven experience in a similar role, with a focus on email management and executive-level support.	E	
Exceptional organisational and time-management skills, with the ability to prioritize effectively.	E	
Strong written and verbal communication skills.	E	
High proficiency in Microsoft Office Suite (Teams, Word, Excel, PowerPoint, Outlook).	E	
Ability to handle sensitive information with confidentiality and discretion..	E	
A proactive, problem-solving mindset with attention to detail.	E	
Flexibility to adapt to a fast-paced environment and changing priorities.	E	
Knowledge & Experience	Essential (E)	Desirable (D)
Understanding and recognition of the principles of equality and diversity.	E	
Knowledge of Exeter City Football Club.		D
Personal Qualities	Essential (E)	Desirable (D)
Energetic, highly motivated, with an enquiring mind and passion for excellence and innovation in pursuit of business growth and success	E	
A resilient & adaptable individual.	E	
An innovative problem solver.	E	
Show integrity and honesty.	E	
Commitment to the safety, safeguarding and wellbeing of all children, young people and adults at risk who engage in its activities.	E	
To demonstrate and promote good practice in line with the Company ethos and policy.	E	
Applicants must be eligible to live and work in the UK.	E	



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Company Goals



High Performance Football

We continue to work hard to be the best team in Exeter City's history and continue to invest in our first team playing budget. Striving to create the best possible environment for high performance football through our coaching, training facilities, pitches, nutrition, medical, recruitment and analysis. Our youth development & academy football remains at the heart of our model and we continue to build and refine what our Academy delivers and aim to achieve cat 2 status.

Focus on Growth

We build on the great work done by our media and comms team and opportunities to attract new audiences. We have ambitious plans to increase revenue as we focus on opportunities for growth in retail and merchandising and we continue to look after and value our local sponsors and partners whilst expanding our commercial horizons by putting more emphasis on what makes us as a club unique & special. We utilise our facilities more often to increase non match day revenues and improve 'yield' by providing better systems, facilities and raising capacity at SJP.

One Team

We build a trusting, collaborative environment where everyone feels valued and understands their contribution to the Clubs success through clear objectives and measures of performance. We continue to review our methods of communication listening as well as sharing more effectively. We are a Real Living Wage employer, have a transparent bonus programme for employees that's linked to performance and development opportunities for all. We are committed to continuing to review resources where appropriate and affordable ensuring investment in new talent to drive growth and invest in an apprenticeship and internship programme.

Financial Sustainability

We set & maintain high standards in everything we do and ensure financial sustainability in line with a growth mindset. We work to be more prepared in investment in our future and have more robust financial planning and financial controls across the Club. We reduce reliance on transfer fees and increase our ability to invest in major capex projects not being afraid to invest where necessary to protect the Club & limit unnecessary risks.

Outstanding Supporter & Community Engagement

We continue to invest in the facilities at SJP and do all we can to make ECFC the most inclusive club in the EFL in partnership with ECCT. We continue to invest in women's football and help to grow the game and its profile amongst our supporters. In partnership with the Trust, we strive to be the preeminent supporter owned club in the country and endeavour to achieve EFL 'green club' status.





Employee Benefits

As a Club it is important to us to provide a competitive employee benefits package as we understand this plays an important role in supporting our team.

Benefit packages vary from one organisation to the next, however our central theme is to help improve the wellbeing of staff and demonstrate that we are willing to offer above and beyond the minimum requirements to foster a positive working relationship.

We hope our benefits package can play a significant role when it comes to recruitment and retention and we have set out the Company's employee benefits to provide transparency and equality to all employees.

We will continue to review our remuneration package to ensure it is considered attractive and competitive.

We offer:

- Hybrid working, with flexible working pattern (dependant on role)
- Annual pay review process in line with objectives and performance
- Annual discretionary company bonus
- Company sick pay 5 days full pay based on a rolling year
- Income protection plan
- Birthday day off
- Enhanced annual leave
- Cycle Scheme
- Employee Assistance Programme
- Mediacash
- Employee discounts (internally and external businesses)
- Free on-site parking

