

Personal Assistant – Leadership Team (East)

Reports to: Head of Housing

The part I play at Flagship to help solve the housing crisis is:

To provide administrative support to the Director of Housing and Communities, Head of Housing, Head of Neighbourhoods, Head of Housing Projects and Head of Safe Communities. I will travel regularly between our offices in the East Region, attending, minuting and following up on action points from team meetings and the regional board.

I will collate, draft, and distribute high-quality papers and presentations for the regional board, coordinating input from multiple stakeholders to ensure timely submission of all documentation. I will attend board meetings as required, taking minutes and following up on action points.

I will arrange and coordinate meetings with internal and external stakeholders, supporting the leadership team in building and maintaining effective relationships across the region, acting as a key point of contact for stakeholders, ensuring prompt and professional communication. I will plan and deliver a range of events, including community forums, staff briefings, and regional meetings, managing all event logistics, from venue booking to attendee communications and on-the-day support.

I will proactively manage complex diaries for the leadership team, scheduling meetings and prioritising commitments and provide general administrative support, including travel arrangements, expense processing, and correspondence management.

I will provide project support, to assist with the delivery of key projects and initiatives across the East region, tracking project milestones, prepare progress reports, and coordinate project meetings.

My skills and experience include:

Proven experience in executive support, administration, or project coordination roles.

Exceptional organisational skills and attention to detail.

Strong written and verbal communication abilities.

Ability to manage multiple priorities and work to tight deadlines.

Confident in engaging with stakeholders at all levels.

Experience in event planning and management is highly desirable.

Proficiency with Microsoft Office and virtual meeting platforms.

The skills I will develop include:

Project management skills

Sector insight and understanding

Able to build relationships across the wider organisation



Flagship Group Values:

