



Administrative Assistant Strategic Operations Support

Job Advert

Elysian is seeking a proactive, detail-oriented Administrative Assistant to support our strategic operations. This is an exciting opportunity to join a dynamic, mission-led organisation delivering therapeutic education, training, and interventions across Surrey and Hampshire.

The Administrative Assistant will provide key administrative support to the Executive Assistant and wider senior leadership team. This includes diary management, document handling, meeting coordination, internal communications and supporting project delivery.

This role requires excellent organisational skills, a high level of discretion and the ability to manage multiple tasks efficiently. The postholder will play an essential role in supporting the effective running of internal leadership processes, working across departments and engaging with staff at all levels.

Key Information:

- Location: Ramsden Grange, Godalming, Surrey
- Hours: Full-time (potential part time hours available for the right candidate)
- Apply via: <https://elysianuk.org/work-with-us/>

We do not accept CVs or applications via Indeed.

Job Description

Job Title: Administrative Assistant – Strategic Operations Support

Reporting to: Executive Assistant to the CEO and Strategic Leads

Base: Ramsden Grange, Godalming (occasional travel to other sites may be required)

Role Overview

This role provides administrative and operational support to ensure the smooth functioning of strategic leadership processes. You will assist with scheduling, meeting logistics, action tracking, internal communication and document management across high-priority areas of the organisation.

Key Responsibilities

Provide diary coordination and meeting scheduling across multiple senior leaders
Prepare meeting agendas, minutes and track follow-up actions
Support the management of inboxes, internal communications and task deadlines
Maintain accurate and organised document systems
Assist with project administration, including gathering updates and compiling materials
Liaise with internal teams to ensure timely responses and coordinated action
Coordinate logistics for key events, travel, and off-site planning days when required
Maintain confidentiality and support the professional tone and conduct of strategic operations

Provide flexible and proactive support to the Executive Assistant, helping to manage tasks, requests, and workload across a wide-ranging portfolio — from admin and planning to problem-solving and project support — to ensure she is able to focus on strategic priorities

Skills and Experience

Experience in a senior administrative or office support role
Exceptional organisational and communication skills
Strong attention to detail and ability to prioritise effectively
Confident using Microsoft Office, cloud-based platforms and digital scheduling tools
High standards of discretion and professionalism
Comfortable working independently and managing multiple workflows in a fast-paced setting

Safeguarding Statement

Elysian is committed to safeguarding and promoting the welfare of children and young people. All applicants will be subject to a safer recruitment process including an enhanced DBS check, reference checks and online due diligence screening.