

We are recruiting

Executive Administrator



Contract	Full time, permanent	Category	Administrator
Salary	£28,000 to £32,000	Reports to	Commercial Development Manager
Location	Based at Elysian's Godalming office, with occasional cross-site working.		
Working pattern	Primarily Monday to Friday office hours, with some flexibility around major events and committee cycles.		

Organised, commercially minded, and the person who makes things run

Elysian is growing, and as our commercial, marketing and events work grows, we need a reliable, organised centre to keep it running well. This is a brand-new role and the administrative and marketing-operations backbone of that function.

This is not a generic administration post. It is for someone with a genuine commercial head who enjoys being the person who keeps projects on track, keeps our marketing running day to day, and supports the committees and planning that keep the whole function moving.

What you will do

- Provide organised, reliable administrative support across our commercial, marketing and events work.
- Run the administrative and coordination side of our marketing: scheduling and publishing content, keeping our websites and mailing lists current, organising brand assets and pulling together performance reporting.
- Support our commercial committees, including agendas, papers, minutes, action tracking and planning templates.
- Keep projects, campaigns and events organised, on track and well recorded.

What we are looking for

- A genuine commercial background, or real experience in a commercial, sales or revenue-facing environment, rather than purely general office administration.
- Strong organisational skills and confidence supporting several people and projects at once.
- Confidence with the administrative side of marketing: scheduling content, updating websites, sending newsletters and organising brand assets, and a willingness to learn our tools quickly.
- Someone adaptable who is comfortable in a role that will grow as the organisation does.

Why join Elysian

Elysian is an award-winning organisation providing therapeutic education, animal-assisted interventions, training and community services across Surrey and Hampshire. You will join a supportive team, work in a unique environment, and help shape a growing and increasingly important part of the organisation.

How to apply

Please email recruitment@elysianuk.org to request the full recruitment pack. Applications are made via our online application form. Closing date: 27th August 2026

Elysian is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expects all staff to share this commitment. All appointments are subject to safer recruitment procedures, including references, a DBS check and satisfactory pre-employment checks.