



Executive Assistant to the CEO

Full time, 35 hours per week (Hybrid working)

We are looking for an exceptional Executive Assistant to the CEO and Director of Innovation and Knowledge Exchange, to support LEAF at a time of growing ambition and opportunity.

As the Executive Assistant, you will be a trusted partner to the CEO and Executive Leadership Team, enabling them to operate effectively, strategically, and with confidence. You will bring clarity, structure, and momentum to complex priorities, ensuring that time, information, and relationships are managed with professionalism, discretion, and care.

Working at the intersection of executive support, governance, policy coordination, and high-profile event delivery, you will have a unique opportunity to contribute directly to LEAF's impact, influence, and culture.

This role suits someone who thrives in a dynamic, values-led environment, is motivated by meaningful work, and takes pride in enabling others to perform at their best. If you are values-led, collaborative, and motivated by meaningful work, we would love to hear from you.

Want to be part of something meaningful?

To find out more and apply, please contact **Angus at MorePeople** directly:

 01780 480 530

 Angus@morepeople.co.uk