



**Job Title:**

**Executive Business Partner**

**Department:**

**Executive Support**

**Reporting To:**

**Head of Executive Support**

Please note: this job description outlines key responsibilities and duties but is not exhaustive. Additional tasks may be assigned as needed to support Magenta Living's goals and objectives.

**How your role will contribute to Magenta Living's Purpose, Vision & Values:**

**Our Purpose:**

Empowering people is our purpose.

**Our Vision:**

We believe in opening doors to homes full of love, communities full of life and a world full of possibilities.

**Our Values:**

*'Do the Right Thing'.*

This is the thread that weaves our actions, decision-making, and connections.

- Effectively balance and prioritise the needs of up to two C-suite executives, ensuring seamless support through exceptional organisation, flexibility, and proactive communication.
- Act as a sounding board and critical friend, providing insight, challenge, and recommendations to the executive.
- Understand and anticipate business priorities, proactively clearing obstacles and enabling executive focus.
- Apply commercial awareness, inform decisions, manage risk, and drive value for money.
- Lead and coordinate cross-functional projects and strategic initiatives, ensuring delivery against objectives.
- Oversee governance, reporting, and delivery of directorate projects, initiatives and board/committee papers.
- Track actions, risks, and outcomes, across multiple projects and initiatives ensuring accountability and momentum.
- Build and manage relationships with the executive's direct Reports, Board and Committee Members, Senior Management, Governance Team, Professional Networks & Industry Bodies, Key Stakeholders & Partners, Regulatory and Governance Organisations.
- Represent the executive in meetings, communications, and events, ensuring consistent messaging and personal & organisational brand protection.

At **Magenta Living**, our **Purpose, Vision & Values** aren't just words that sit on a page. They serve as a constant reminder of **why we do what we do**.  
*Let's all #BeMoreMagenta.*

- Craft executive-level communications, including briefings and stakeholder correspondence, with cross-directorate collaboration.
- Author, commission, and lead the development of high-quality reports, presentations, research and briefing materials.
- Collaborate closely with directorates to shape report content to ensure clarity, strategic alignment, good governance, and impact.
- Manage complex diaries, travel, and logistics, anticipating and resolving conflicts.
- Oversee inbox management, ensuring timely, effective communication.
- Handle financial processes (POs, expenses, supplier onboarding) and support budget oversight.
- Maintain secure and accurate records for inspections or audits.
- Plan and deliver high-impact events and workshops.
- Champion the use, upskilling and adoption of AI and automation tools to streamline operational processes, reduce manual effort, and enhance decision-making.
- Champion the executive's brand and reputation, acting with professionalism and discretion.
- Manage scheduling and logistical arrangements for any Non-Executive Directorships and other governance roles held by C-suite members.
- Deputise for the Head of Executive Support as required, and provide reciprocal cover for peers.

At **Magenta Living**, our **Purpose, Vision & Values** aren't just words that sit on a page.

They serve as a constant reminder of **why we do what we do**.

*Let's all **#BeMoreMagenta**.*

## What you will bring to us:

### Essential Skills & Experience

- Significant experience supporting C-level executives in a strategic, business-focused capacity.
- Demonstrable project management skills (qualification desirable).
- Strong commercial awareness and business acumen.
- Exceptional written and verbal communication, with strong presentational skills.
- Exceptional foresight and problem-solving, proactively anticipating challenges and delivering solutions that drive success.
- High emotional intelligence, diplomacy, and the ability to challenge constructively.
- Digital fluency (Microsoft 365, SharePoint, Teams, and willingness to adopt AI tools).
- Proven ability to work autonomously, prioritise, and deliver at pace.

### Education & Qualifications

- Educated to GCSE Level and above
- Fluency in the Microsoft software package including Office 365, Teams, Sharepoint and One Drive.

---

**This role is not subject to a mandatory DBS check.**

---

At **Magenta Living**, our **Purpose, Vision & Values** aren't just words that sit on a page.

They serve as a constant reminder of **why we do what we do**.

*Let's all **#BeMoreMagenta**.*