



Chief of Staff

Confidential Client

Candidate Pack

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01. Executive Summary

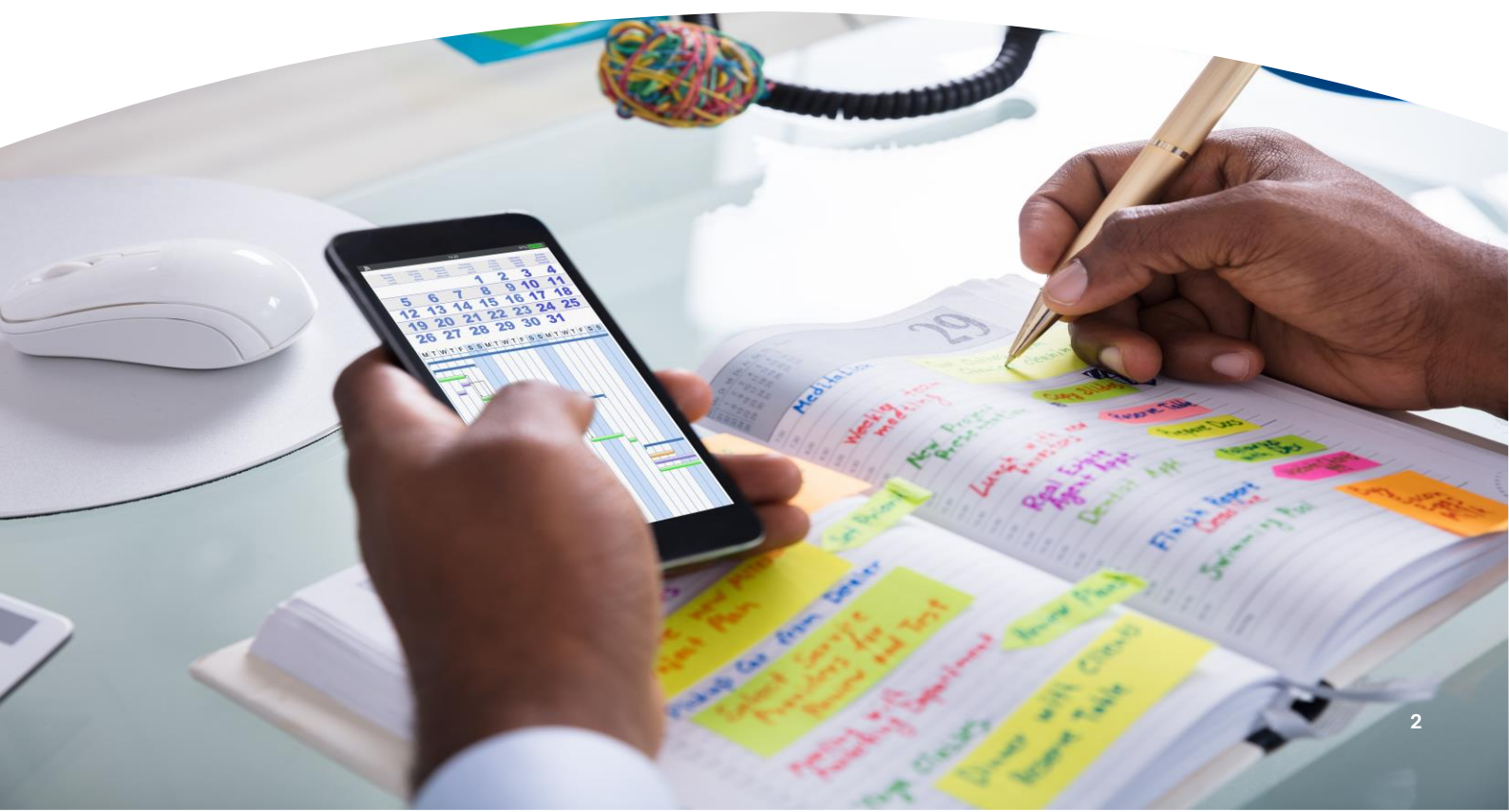
A new and exciting role has arisen for a highly experienced, energised, and discreet Chief of Staff with excellent project management, administrative, and communication skills to support a very busy, high-profile couple in helping them to manage their family, household, and professional affairs.

A high-profile couple with several properties in London, as well as abroad, are recruiting for a Chief of Staff position. This role requires the ability to handle multiple tasks simultaneously while maintaining the utmost confidentiality, diplomacy and tact. The successful candidate will need to prove their ability to navigate complex situations and solve problems calmly and effectively.

The Chief of Staff will primarily focus on the coordination of the Principal's family and private life, with occasional support on his business interests as required. Additionally, their support and guidance will be required in the recruitment and coordination of personal assistants and household staff to ensure continued, smooth management of all aspects of the family's life.

The Chief of Staff must exercise the highest levels of discretion and confidentiality at all times. Suppliers and external contacts may attempt to build personal relationships to gain access to privileged information or strengthen their position with the Principal. It is essential to remain professional and impartial, ensuring that no sensitive or personal information is disclosed under any circumstances. Maintaining clear boundaries and safeguarding the Principal's privacy is a fundamental aspect of this role.

The Client is being supported in this appointment by the executive search firm Society. For a confidential discussion about the position, please contact Alyce Brogan on +44 (0)20 3653 0475, or alyce.brogan@society-search.com. Applications will close at midday (GMT) on Friday, 11 April 2025.



02. Role Description

We are seeking an experienced, adaptable, and meticulous individual with a background in discreetly supporting and coordinating the lives and interests of high-profile individuals.

Key responsibilities will include:

Household Management

- Overseeing daily operations and juggling multiple tasks related to:
 - the family's residences;
 - a variety of different schedules for the couple and their children;
 - travel coordination and staff management;
 - any and all other tasks to help ensure a seamless and efficient environment;
- managing household staff, including but not limited to hiring, training, and performance management;
- overseeing staff evaluations and other HR matters, to maintain high standards of service and a smooth and professional working environment.

Schedule Coordination

- organising and managing complex calendars;
- coordinating all personal and professional appointments;
- taking full responsibility for scheduling of travel arrangements, and family activities.

Project Management & Vendor Relations

- leading and executing a variety of special projects, such as property renovations, ensuring timely and successful completion;
- liaising with external service providers, negotiating contracts and prices, and ensuring quality service, delivery, in a timely manner and at a fair price.

Financial Oversight & Confidentiality

- monitoring household budgets and expenses;
- checking and approving expenditures and invoices;
- working closely with the Principals' financial advisors and wider support team to ensure financial transparency;
- upholding the highest levels of privacy, handling sensitive and confidential information and tasks with integrity and professionalism.

Strategic Gatekeeping

- acting as a funnel and filter, carefully managing access to ensure the Principals' time and resources are allocated effectively;
- assessing and prioritising incoming requests for meetings, financial contributions, charitable endeavours, and other appearances;
- exercising tact, diplomacy, and sound judgement in filtering enquiries, balancing accessibility with the need to protect the Principals' focus and bandwidth.



03. Person Specification

The ideal person will have a proven track record of working with high-profile individuals and strong organisational, leadership, and project management skills combined with exceptional emotional intelligence.

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities and experience:

Professional Experience & Qualifications

- A minimum of fifteen years' experience in similar roles, supporting international and high-profile families;
- experience dealing with the logistics of large family systems and a nuanced understanding of family dynamics is essential;
- excellent organisational skills and a proven track record in successful project management and multitasking;
- strong proficiency in working with Apple and Microsoft systems;
- good working knowledge of Excel, PowerPoint, document and data management and workflow automation, ensuring seamless efficiency in a fast-paced environment combined with an ability to recognise when more traditional methods are required, balancing modern technology with classic business practices to effectively support the Principals' needs.

Soft Skills

- Strong interpersonal skills, combined with a proven aptitude for building and nurturing professional connections and managing relationships with high profile individuals and the people in their network and orbit;
- ability to interact effectively with a diverse range of individuals from a variety of different cultures and backgrounds;
- taking a highly professional and impartial approach at all times, ensuring that no sensitive or personal information is disclosed under any circumstances;
- maintaining clear boundaries and safeguarding the Principals' privacy is a fundamental aspect of this role;
- sound judgement skills: expected to make decisions and solve problems, demonstrating appropriate leadership skills;
- a proactive attitude and drive to take the initiative, recognising what needs to be done and accomplishing it proactively and independently.

Work Environment & Setup

This is an on-site, full-time role based in Central London. Remote or hybrid work is not available.



04. Appointment Details and How to Apply

The Client is being assisted in this appointment process by the executive search firm Society (www.society-search.com).

Applications should consist of:

1. a concise covering letter (ideally no longer than two pages), addressing the criteria in the Person Specification;
2. an up-to-date curriculum vitae;
3. names and contact details of three referees (although referees will only be approached at the final stage of the process, and only with your express permission).

General advice on how to write a [strong CV](#) and [strong covering letter](#) can be found on our website.

To upload your documents via Society's website, [click here](#).

The deadline for receipt of applications is midday on Friday, 11 April 2025.

Longlisted candidates will be invited to interview with Society in the week commencing 21 April 2025. Shortlisted candidates will then be invited to interview with The Client directly in the weeks commencing 6 and 12 May 2025 respectively.

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and the seniority of their new role.

We are committed to ensuring that anyone can access our application processes. This includes people with hearing, sight, mobility, and cognitive impairments. Should you require access to this document in an alternative format, wish to apply in a different format, or need any other reasonable adjustments made for you (including at interview), please contact us at inclusion@society-search.com. We also welcome suggestions or comments about any more general access improvements we should consider.





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Society is a global executive search firm and a certified B Corporation. 10% of our profits go to charitable causes through The Society Foundation. With colleagues in the United Kingdom, the United States, and New Zealand, we solve senior hiring challenges for responsible businesses and purpose-driven organisations around the world.

We believe that the right candidate, placed in the right organisation at the right time, can initiate a chain reaction of transformative change that will help to deliver a more inclusive and sustainable future.

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