



# Chief of Staff

Confidential

## Candidate Pack

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## 01. Executive Summary

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Our Confidential Client is seeking an experienced, adaptable, and discreet individual for a newly created Chief of Staff position working for dynamic, internationally recognised Principals and their family.

High-profile, and high net-worth Principals with business and personal interests worldwide, but mainly across Continental Europe and the US, are recruiting for a Chief of Staff position. This position has been designed to effectively and proactively manage the schedules of these Principals and their family, ensuring that career and business commitments run seamlessly with family life. The Chief of Staff will oversee and centralise the existing staff team, instilling processes and structure to make the Principals and their families' lives as easy as possible.

The role will initially be conducted on a remote basis, but the successful candidate will be expected to travel with the Principals as required. This will often be at short notice, and sometimes for extended periods, and applicants should be prepared to demonstrate that they can accommodate this.

We are seeking an experienced, adaptable, and highly organised individual with a successful track record in supporting high net-worth or high-profile individuals in similar roles. Fluency in English and Croatian, Serbian, Bosnian, or Montenegrin is essential. An ability to travel as required at short notice, excellent interpersonal and influencing skills, and a discreet approach will all be crucial for success in this position.

The Principals are 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](mailto:alyce.brogan@society-search.com). Applications will close at midday (GMT) on Wednesday, 8 May 2024.



## 02. Role Description

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We are looking for an experienced, adaptable, meticulous individual with a background in discreetly supporting and coordinating the lives and business interests of high net-worth individuals.

A role has arisen for a seasoned Chief of Staff to work for dynamic, internationally recognised Principals and their family. The right candidate will have robust experience working alongside high net-worth and/or high-profile individuals, proactively managing their schedules to ensure that career and business commitments run seamlessly with family life.

The Chief of Staff may be required to attend events and/or meetings with the Principals, and as such must be professional, articulate, and operate with a high degree of emotional intelligence. Acting when appropriate as a conduit or buffer to assist the Principals with managing their time and agenda, ensuring to represent the Principals in a professional, friendly, but always discreet manner.

This role will also work closely with a private family office based in London, which works to align the principals' careers and business interests.

In addition, the Chief of Staff will become a key point of contact for several stakeholders, including business advisors and the senior executives of several companies the Principals have interests in. They will be responsible for arranging all travel requirements for the family, including extensive business and personal travel. The creation and daily management of travel itineraries, based on a robust understanding of the principals' careers, businesses, and personal commitments.

The Chief of Staff will proactively identify, and negate any issues before they arise, ensuring all relevant stakeholders are kept up to date on travel itineraries and daily schedules. In addition to the Principals' and their family's travel, they will manage the scheduling of the family's staff, including nannies and chefs, ensuring relevant expenses are signed off by the principals and that the required travel, accommodation, etc. is booked and managed seamlessly.



Key responsibilities will include:

### Administration and Coordination

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- Managing the day-to-day operations of the Principals' home office, including assisting with new hires, coordinating events, and maintaining office supplies;
- handling busy and ever-changing calendars, coordinating with key stakeholders and partners to ensure smooth coordination;
- maintaining accurate, complete, and current files as required;
- completing tasks according to established procedures, with some interpretation as necessary;
- anticipating the details required to ensure smooth delivery of tasks, and proactively working to resolve any issues;
- handling any sensitive and/or confidential mail or documents using appropriate security measures;
- supporting in the administration and coordination of the Principals' properties and associated paperwork.

### Team Scheduling and Oversight

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- Responsible for establishing and centralising process and touchpoints to ensure that the Principals' needs are being met;
- taking over scheduling of the existing staff and responsibility for ensuring their provision of smooth and constant support;

### Travel

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- Responsible for organising and booking business and personal travel for the Principals;
- subsequent coordination of relevant travel itineraries for all trips and communicating this to relevant stakeholders;
- coordinating visas and passport renewals as appropriate and proactively ensuring all paperwork is always correct and up to date.



## 04. Person Specification

The right candidate will be organised and adaptable in their approach. Keeping a calm and positive outlook, a sense of humour, and being able to juggle various projects, at the same time, are essential attributes. Managing conflicting information and being able to deal with ambiguity and change are also essential.

The successful candidate will be expected to demonstrate the following skills and experience:

### Experience

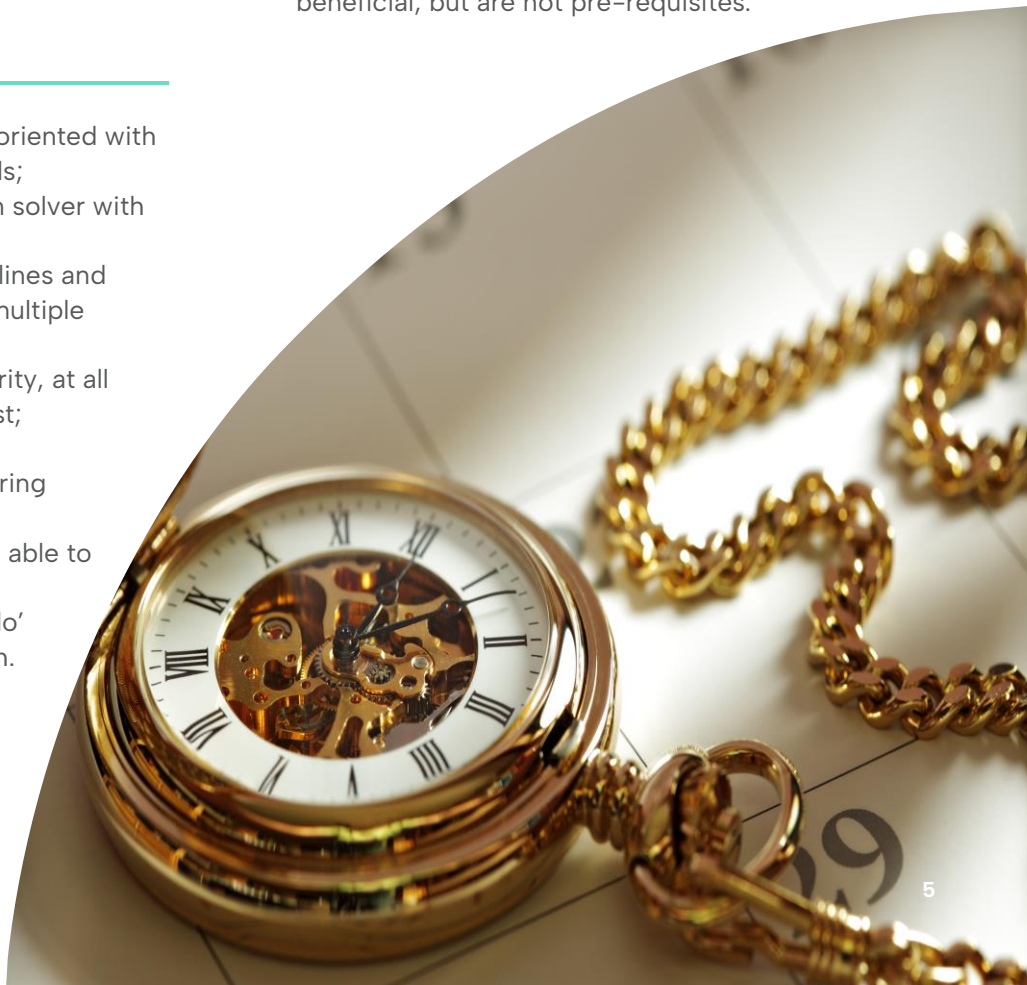
- A minimum of 10 years' experience working in similar support roles, with a proven track record of supporting high net-worth or high-profile individuals;
- background in managing the complexities and demands of supporting an HNWI with an international lifestyle, a high profile career, multiple business interests and various stakeholders;

### Requirements

- Ability to travel with the Principals and their family, as and when required, possibly at short notice, and for varied periods of time;
- this individual will be paid an annual salary, but they will be required to invoice the family on a monthly basis;
- fluency in English and Croatian, Serbian, Bosnian or Montenegrin is essential;
- French and Spanish language skills would be beneficial, but are not pre-requisites.

### Skills

- Meticulously organised and detail oriented with exceptional time management skills; a creative and resourceful problem solver with a proactive approach;
- ability to work with changing deadlines and priorities and effectively manage multiple priorities at one time;
- acts with the highest level of integrity, at all times, with a focus on building trust;
- excellent interpersonal skills;
- aptitude for establishing and nurturing professional relationships;
- highly discreet, loyal, detailed, and able to handle confidential information;
- team player, with a positive, 'can do' attitude and constructive approach.



## 05. Appointment Details and How to Apply

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The Principals are being assisted in this appointment process by the executive search firm Society ([www.society-search.com](http://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 Wednesday, 8 May 2024.

Shortlisted candidates will be invited to interview in the weeks commencing May 13 and May 20.

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](mailto:inclusion@society-search.com). We also welcome suggestions or comments about any more general access improvements we should consider.





# Society

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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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