



Application Pack

Executive Assistant and Governance Coordinator

£27,415 - £30,267 per annum

37.5 hours per week



Welcome to WECIL

WECIL is an award winning, user-led organisation dedicated to supporting independent living to create a more inclusive society.

We provide a range of holistic services for anyone who identifies as a Disabled person including people with long-term health conditions. All of our services are designed for Disabled People, by Disabled People.



Joining our team means being part of a community that is passionate about making a positive impact and driving positive change. With opportunities for personal and professional development, a supportive work environment, and the chance to work alongside dedicated and inspiring colleagues, WECIL is not just a workplace – it's a brilliant place to grow, thrive, and make a difference. Come and be a part of our journey towards a more inclusive and accessible future.

[Read our Annual Report](#)

[Read our Strategy.](#)

Benefits of working for WECIL:

We offer a range of benefits including flexible working options, generous annual and family leave, and opportunities to learn and develop your skills.

Annual Leave

Staff at WECIL get 30 days of annual leave! Plus 8 bank holidays - that's a total of 38 days!

Enhanced Pay and Support for New Parents

We offer up to 6 months enhanced maternity pay and 4 weeks for paternity/partners leave and are committed to providing a flexible and supportive environment for working parents.

Enhanced Pension Contributions

We will match your contributions into your pension scheme up to 6% of your earnings.

Wellbeing Support

We offer staff access to the Health Assured scheme which includes a helpline, health checks and counselling support.

Learning and Development

We will provide you with access to a variety of learning opportunities and professional training so that, whatever your chosen field of work, with the right mix of challenge and support, you'll gain fantastic experience and room to develop and advance your career.

We are proud to be a Disability Confident Leader



Role details:

Ready to make a move to an organisation having a big positive impact on the lives of Disabled people? We are looking for a fantastic, highly skilled administrator to take on this new and challenging role.

We want someone who takes pride in providing excellent support to the organisation, thrives working in a busy environment and is able to juggle a broad and varied workload.

The role requires someone who can come in and make it their own - reviewing previous working practices and using a systems thinking approach to create smooth and effective processes to ensure WECIL is a well-managed and efficient organisation.

Salary: £27,415 - £30,267 per annum

Reports to: Head of People and Development

Direct reports: Receptionist Administrator

Hours: 37.5 (full-time). We will accept applications for part-time working, or job share arrangements. If you are applying on this basis, please state so in your application.

Location: WECIL Offices, The Vassal Centre, Gill Avenue, Fishponds, BS16 2QQ

Job Description

Apply now!

Click 'Apply now!' above, or visit our website:
<https://wecil.org.uk/contact/join-us/>

All applications will be subject to a shortlisting process to ensure candidates meet the minimum criteria for the role. As disability confident leaders all applicants who meet the essential criteria for this position will be guaranteed an interview.

Closing date - midday on 16th September 2024

Expected interview date - 24th September 2024

If you have any further questions or would like a discussion about this role in more detail, please get in touch:

- Maddy Wall - Head of People and Development
- maddy.wall@wecil.org.uk
- 0117 947 9955



wecil.org.uk