



**JOIN OUR MISSION**

**FOR CHILDREN AT RISK  
ON THE STREETS**

**EXECUTIVE ASSISTANT TO THE GROUP CEO**

**RAILWAY CHILDREN – RECRUITMENT PACK**

**RAILWAY**  
**children**  
No child lost to the streets



# WE BELIEVE IN A WORLD WHERE NO CHILD EVER HAS TO LIVE ON THE STREETS

Around the world hundreds of thousands of children struggle to survive on the streets. In many countries, they have become an accepted issue in society, deprived of access to the most basic services and they experience extreme harm before and during their time on the streets.

Wherever they may be in the world, they face violence, abuse, neglect and exploitation.

Founded in 1996, Railway Children has dedicated over a quarter of a century to developing outstanding practice and services for street connected children and as we embark on our new strategy to 2027, we have ambitious plans to ensure no child is left behind, wherever we work.

## WHO WE ARE



### OUR VISION

We believe in a world where no child ever has to live on the streets.



### OUR MISSION

Create and enable sustainable change for children living alone and at risk on the street.



### OUR AIM FOR 2027

We will evidence and demonstrate, effective and sustainable safeguarding solutions for street connected children.



# WHAT WE STAND FOR

## We stand for children

- The children who don't have a voice.
- The invisible children.
- The children struggling to survive on the streets around the world every day.
- The generations of children suffering repeated cycles of abuse.

## WE STAND FOR CHILDREN, THEIR CHILDHOODS AND THEIR FUTURES!

These Five Values  
Guide Our Work



### NEVER GIVE UP

Face challenges head on.



### HAVE COURAGE

Push boundaries.  
Think big.



### EARN TRUST

Be honest. Always act  
with integrity.



### SHOW COMPASSION

Be kind and show  
respect to all.



### NURTURE TALENT

Encourage growth.  
Enable others.



## THE ROLE

### EXECUTIVE ASSISTANT TO THE GROUP CEO

<b>Department:</b>	Senior Team
<b>Location</b>	Hybrid with minimum one day a week in Sandbach, Cheshire
<b>Responsible to:</b>	Group CEO
<b>Salary:</b>	Circa £35,000 FT

## JOB PURPOSE

- To provide professional and confidential business support to the Group CEO and UK leadership team, ensuring key initiatives are delivered by coordinating internal and external stakeholders.
- To support the leadership team and Group Board of Trustees to efficiently and meticulously perform our governance responsibilities.

# KEY RESPONSIBILITIES

## Executive support to the Group Chief Executive Officer (CEO)

- Proactively manage and coordinate the diary of the CEO by prioritising and arranging internal and external meetings, ensuring they are fully prepared for all internal and external engagements.
- Oversee the management of the CEO Outlook mailbox, dealing with incoming emails, categorising and filing these as appropriate, responding on behalf of the CEO and triaging or delegating to other team members where relevant.
- Organise domestic and international travel arrangements, including liaising with internal and external contacts to arrange meetings. Ensure that time is prioritised effectively and appropriately with reasonable timings and rest periods.
- Work closely with the CEO to keep them well informed of upcoming commitments and responsibilities, following up appropriately.
- Ensure that papers and briefings are given to the CEO for meetings and that any instructions/directions are obtained prior to the meeting.
- Provide timely and relevant information to support decision making and planning, dealing with people at the most senior level both internally and externally and appropriately representing Railway Children at all times.
- Collate, prepare and disseminate information and data as required by the CEO (for internal and external correspondence, papers, PowerPoint presentations, reports, and providing appropriate information for meetings and events).
- Undertake desktop research as necessary to support the CEO's preparation for meetings and presentations.
- Project manage special projects for the CEO when required.
- Monitor and triage relevant social media channels and co-draft content with the CEO to increase profile and visibility.

- Ensure all administrative tasks are completed on behalf of the CEO including, but not limited to, expenses and annual leave requests.
- Act with the highest levels of integrity, confidentiality and discretion at all times.

## Leadership Team Executive Assistance

- Coordinate, plan and minute leadership team meetings. Develop agendas and papers and ensure that key discussions and actions are followed up.
- Assist in the organisation of all staff away days including room bookings and catering, agenda organisation and logistical support on the day.
- Assist the Leadership Team in the effective implementation of our annual planning process under the direction of the Group CEO.
- Oversee the management of leadership team diaries and support with national and international travel arrangements.
- Provide administrative support and initiate planning for key strategic meetings, including venue bookings and logistics.
- Support the Group Director of People & Culture in the administration of HR matters in line with GDPR guidance, including recruitment, trustee engagements, DBS checks and employee communications.
- Coordinate Performance Management Review meetings and paperwork on behalf of the leadership team.
- Assist with the administration of procurement processes as required.
- Collate, prepare and disseminate information and data as required by the leadership team. Accurately review, proofread and assist with materials ensuring accuracy and completeness.

# KEY RESPONSIBILITIES CONTINUED

## Group Board & Governance

- Work closely with the leadership team to ensure that there is appropriate co-ordination of Board, sub-committee and leadership team meetings and an effective flow of information.
- Plan and coordinate Group Board and sub-committee meetings including scheduling dates, organising agendas, minuting meetings and circulating papers.
- Support the Head of Safeguarding and Quality Assurance with core policy documents, liaising with the leadership team to review dates and ensure updated policies are scheduled for approval at Group Board and sub-committee meetings.
- Manage production and circulation of Board papers. Liaise with the leadership team to ensure reports are received to deadlines, providing editorial inputs to ensure reports are of the highest quality before review by the Chief Executive.
- Proof-read and distribute Board minutes, ensuring timely follow up on any actions.
- Assist the Group Director of People and Culture in the recruitment and rotation processes for Trustees.
- Liaise with our CEO, Trustees and legal partners to undertake the administration of our governance responsibilities.

## General duties

- Uphold and work within Railway Children's policies and procedures.
- Conduct yourself in accordance with the rules of the Child and Adult Safeguarding Policy and Code of Conduct in your personal and professional life – which includes reporting suspicions of child abuse or any other breach of these policies.
- Actively promote and embody Railway Children's core values across the organisation.
- Travel to Railway Children's field operations as and when required.
- Undertake any other duties, as appropriate to the post, as delegated by the line manager.

# PERSON SPECIFICATION

## Experience

- Proven experience as an Executive Assistant to a Chief Executive and /or Senior Management Team.
- Proven Project Management experience.
- Experience of minute taking at strategic meetings.

## Knowledge and Skills

- Excellent communication and interpersonal skills with the ability to build effective working relationships and deal appropriately with key contacts at all levels both internally and externally.
- Professional, ensuring that Railway Children and the leadership team are represented appropriately at all times both internally and externally.
- Ability to ensure confidentiality is adhered to, and information is dealt with appropriately.
- Ability to work autonomously as well as supporting team colleagues where appropriate.
- Ability to exercise good judgement, show initiative and be proactive.
- Ability to work well in a busy environment, with competing priorities.
- Excellent organisation and time management skills.
- Strong attention to detail and commitment to high quality work.
- Ability to accurately collate and present information and data in different formats for a variety of different audiences.
- Proficient in MS Office (Outlook, Word, Excel and PowerPoint).

## Aptitude

- Customer focused.
- Tactful and diplomatic .
- Able to work flexibly on limited occasions to support meetings outside of normal working hours.
- Demonstrable commitment to and the ability to uphold and promote Railway Children's core values.
- Understanding of the importance of an organisational Code of Conduct and Safeguarding policy.



# A GREAT PLACE TO WORK

## THE BENEFITS

As well as helping some of the world's most vulnerable children and young people, there are some great perks if you're lucky enough to work for Railway Children.

### Project Visits

Where possible we encourage our staff to visit our projects and experience the work we do. That could be here, India, or East Africa.

### Time Out

You will start with 25 days holiday per year to recharge the batteries, after three years this will increase by an extra day per year until you reach a very relaxing 30 days leave.

### Pension

We offer a pension contribution of 6% of annual salary.

### Birthday leave

One additional day of annual leave within the month of your birthday.

### 'Railway Children Day'

We might not be able to fund a Christmas party but because our Trustees value what we do, they grant an additional day per year where the office is closed, usually around Christmas time.

### A culture we're proud of

Driven by our CEO, family values are at the heart of our culture and make Railway Children an incredible place to work. As well as a flexible working environment, it's one of the reasons why our staff retention is so impressive.










# OUR PEOPLE PROMISE

All that we can achieve as an organisation is only possible because we have dedicated, skilled and courageous people. Their tenacity, passion and compassion create a culture that enables us to deliver incremental value beyond the resources we could ever have available to us. We know this, we witness it every day and therefore we strive to create an organisation that values them and their contribution.

As we set out to achieve life saving change for vulnerable children, we make our people a promise:

-  We will ensure diversity and inclusion, following transparent, fair and rigorous recruitment processes that attract and encourage applications from a diverse range of candidates.
-  We will support new people to fully settle into their new role and our organisation by providing a structured induction and integration programme.
-  We will work with our people to identify their career and development goals and facilitate opportunities for growth.
-  We will develop and implement a wide range of initiatives that ensure that our people are well-managed, supported, cared for and feel valued, listened to and included.
-  When people leave, we will listen and learn and seek leavers to be ambassadors for Railway Children.



# STILL INTERESTED?

## HOW TO APPLY...

To apply for this position, please complete the application form and return it to [r.capener@railwaychildren.org.uk](mailto:r.capener@railwaychildren.org.uk). Please include job title applied for in email subject. Please note that Railway Children will only accept applications made using this application form and will not accept CVs, academic certificates or covering letters.

**Closing date:** Monday 9<sup>th</sup> December.

At Railway Children, we are committed to the safeguarding and protection of all those who come into contact with us in our work. We follow a range of procedures to ensure that only those who are suitable to work with children and vulnerable people are recruited to work for us. This post is subject to a range of background and reference checks including criminal records check.

Due to the number of applications often received, only those to be invited for interview will be informed of the outcome of their application.

Applicants who have not heard within two weeks of the closing date should assume they have been unsuccessful.

**THANK YOU.**