

CEO Assistant: Applicant Information Pack

Thank you for your interest in this post. This pack includes the following information:

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1. About Us

Devon Community Foundation is Devon's largest independent grant funder for charities and community organisations working to effect change in people's lives and in their wider community. We inspire and support philanthropic giving from individual donors and organisations and translate this into grants supporting community-led work to make Devon a fairer and greener county. DCF is part of a wider national network of community foundations, created and led by the communities they exist to benefit.

DCF's mission is to support greater equity and flourishing communities with opportunities for everyone in Devon by connecting communities, donors, and partners to maximise local impact together.

We do this by:

Capturing community insight and data. We use this information to both encourage and shape local philanthropy, our own grant making and the priorities of other Devon VCSE funders.

Inspiring and supporting community philanthropy. We raise awareness of need or ways that giving can make a difference and then practically support existing philanthropists or those who want to start giving to do so effectively and efficiently.

Providing grant funding to VCSE organisations and partnerships to support action on a wide range of issues. We also manage grant schemes on behalf of, and convene and co-ordinate, other grant funders.

Capturing and sharing learning and advocating for wider action. We are a learning-by-doing organisation, capturing learning from our philanthropy work and grant making both to inform our continuous development and to influence others in a position to make a difference.

With an endowment of over £8.5 million for the long-term benefit of the communities we serve, we manage over fifty different funds, and distribute community and themed grants. We have given more than £18 million since 1994. We also lead or host strategic partnerships or projects – focused on impact in Devon but also generating learning for wider application. The types of issues we are engaged with include mental health, food insecurity, early years opportunities, tackling climate change, community voice, and addressing the inequalities between and within different communities in our county.

Over several decades we have been steadily growing and establishing DCF as a valued and professional grant giver. Our vision is now to become an outstanding but also pioneering community foundation, able to work with our donors and the organisations we fund to face, and play a greater role in shaping, the future.

Achieving this vision will see DCF becoming better known, significantly enhancing our profile. We also want to increase the scale and the impact of our grant making to a level that better reflects the size and breadth of the challenges, and that unlocks untapped opportunities and assets in our county. In terms of fund development, over the short to medium term we anticipate either maintaining or developing our activity in areas our donors and communities have already identified as priorities. These include: health and wellbeing (including young people's mental health); and tackling both the causes and results of economic inequality and poverty, currently being exacerbated by the cost-of-living crisis. Maintaining funding to support safer, more connected, and less polarised communities will also be key, as will stepping up support for groups working across Devon to restore our environment and activate communities to progress net zero.

Thanks to our donors' and partners' support to date, we are uniquely placed to do this, bringing together community-oriented donors offering resources with community-led organisations using these to deliver real world change. We will also focus efforts on growing our own sustainability and strength. In particular, we want to grow our endowment - the sole independent, responsive grant funding source of its kind in our county. Already a unique and vital resource for our voluntary and community sector, it has the potential, with growth, to drive step change in the strength and influence of Devon's civil society sector.

2. About the Role

This role sits at the heart of the foundation and will be pivotal in supporting the CEO and wider team to deliver on our ambitious vision and plans for the future. As both a personal and executive assistant you will act as a wing person to and support the CEO and new executive leadership team to create and maintain team culture, systems and processes to support a step change in our scale and impact.

You will have excellent written, oral communication and organisational skills with the key ability to multitask and prioritise. You will take a proactive approach to your work with a kind sense of discretion and confidentiality. Trust needs to be fostered in this role as you will be party to confidential and sometimes sensitive areas of work. The ability to advise the CEO of time-sensitive issues is a strong advantage.

This role will also support the chair of trustees, our board meetings and other governance systems, develop and coordinate key cross team planning and communication and support both a deepening and extending of relationships with our key stakeholders including with our donors, grantees and partners.

The CEO and wider team needs a capable, pragmatic and mature thinking individual who enjoys a people focused role and uses initiative to sustain the smooth running of the administration across the foundation.

We anticipate there is scope to grow and develop this role in line with the foundation so it will be reviewed initially after 6 months and then annually.

Reports to: CEO

Hours: 15 hours a week worked Monday - Thursday

Grade: Administrator
Salary: £23,500 FTE
Location: Devon, Hybrid Office/Remote Working
Contract: Permanent

The CEO Assistant reports to the Chief Executive and will also work alongside the wider foundation team and the board of trustees.

Job Description

Purpose: Support the administration processes of the CEO and of the organisation as a whole with excellent communication across the foundation and wider donor, grantee and partner community.

Responsibilities

Supporting the Chief Executive with:

- acting as a first point of contact for the CEO, dealing with correspondence and phone calls
- managing diaries and organising meetings and appointments
- reminding the CEO of important tasks and deadlines
- preparing papers in advance of meetings for the CEO
- booking and arranging travel, transport and accommodation
- organising internal leadership group, project team and other staff meetings
- supporting external stakeholders events and conferences, in particular CEO-led convenings
- arranging board and sub-committee meetings, preparing and proofing papers, taking and typing up minutes
- managing databases and filing systems
- implementing and maintaining procedures/administrative systems
- liaising with staff/trustees and stakeholders
- collating and filing expenses and project returns
- internal project management
- miscellaneous tasks to support CEO

Supporting the leadership team and Chair of Trustees with:

- organising meetings and appointments, paperwork preparation

Supporting the wider team:

- working closely with the CEO to support and monitor team delivery of agreed plans
- supporting regular reporting needs ad hoc, monthly, quarterly and annually by providing timely and accurate information to team members where required
- using and helping to improve internal systems and processes as agreed, keeping them up to date and accurate
- taking on additional tasks as and when required to ensure the smooth running of the foundation

Person Specification

Experience, Skills and Effectiveness:

Essential

Previous secretarial experience and either demonstrable ability or previous experience of acting as a personal assistant
Excellent interpersonal and communication skills, someone who is at ease liaising with, and building working relationships with, a wide range of people.
Ability to work within set guidelines to comply with set standards and working practices.
Be an effective, supportive and flexible team member.
Good problem-solving competencies.
Good time management and organisational skills, with the ability to multi-task, be proactive, act on own initiative, work autonomously and flexibly and to prioritise workload effectively.
Strong oral and written communication and proofing skills
Be able to act with tact and diplomacy
Discretion and trustworthiness: will often be party to confidential information
Commitment to equal opportunities and anti-discriminatory practices

Desirable

Previous experience of working within the Voluntary and Community sector or funding organisation.
Project management experience
Event planning and management
Supporting team working processes

Knowledge:

Essential

Experience in the use of ICT systems in record keeping and preparation of information for others.
Excellent Microsoft Office skills (Word, Outlook & Excel) – word processing, email, spreadsheets and calendars.
Has experience in or ability to learn company-specific software including grants and relationship database Salesforce
An understanding of and interest in the work of community foundations – inspiring philanthropy, effective grant making

Other relevant factors:

Essential

Availability to work outside standard working hours on occasion.
Ability to travel around the county on occasion

3. How to apply:

Please send your CV with a covering letter, max 2 pages, outlining why you would like the role and highlighting relevant skills and experience, plus the diversity monitoring form to:
recruitment@devoncf.com

Deadline for application: **Sunday 18TH February 2024**

At Devon Community Foundation we invest in your journey as a candidate and are committed to supporting you with your application. We welcome candidates from a diverse range of backgrounds. Please let us know if we can help you with the application process in any way. We are more than happy to make any reasonable adjustments to enable all interested candidates to apply.