

Hello!

I am so glad you're considering applying for the Executive Assistant position at Kids Matter.

We work hard not only for our children, parents and communities, but also to build a brilliant culture at Kids Matter. Our motto is to be 'ambitious yet respectful'. You'll be stretched for sure but well-supported while that happens. We are all about growth, development, learning and having people work out of their sweet spot most of the time. We have a lot of fun along the way!

You will be joining us at such a key time in our journey; we're now nine years old and we're putting in place what we need to begin our next chapter. We know what we are doing and how to do it. Your job will be to help us extend our reach, grow at scale, and equip communities across the country with what they need to see real and lasting transformation.

This job pack includes:

- Details around what the job involves
- What we're looking for in applicants
- Specifics around employment in this role
- An outline of the application process
- An overview of our charity
- What we believe

I look forward to reading why you think you'd be a great fit on our team!

A handwritten signature in blue ink, appearing to read "Eli Gardner".

Dr Eli Gardner, Clinical Psychologist
Co-founder & Chief Executive Officer

A background image showing a laptop screen with a video conference in progress, displaying several participants in a grid. In the foreground, a green ceramic mug is partially visible on the right side.

Job Description

Overall purpose

The purpose of the Executive Assistant role is to support the Chief Executive Officer in achieving their strategic goals through delivering excellent administrative operations.

Key responsibilities

1. Chief Executive Officer (CEO) Support

- Coordinate and maintain the CEO's diary including organising all appointments, meetings, and travel arrangements.
- Support and work with the CEO to maximise their productivity and effectiveness through scheduling and managing activities.
- Identify, anticipate and prepare CEO information requirements for meetings, appointments and presentations, following up internal and external requests for information.
- Provide logistical support for all meetings, arranging suitable meeting premises and organising all travel and bookings.
- Ensure all CEO's organisational contacts are kept up to date on Kids Matter's CRM system.
- Track and record key details around CEO's speaking engagements.
- Provide IT assistance where required to the CEO.
- Provide any additional support relating to the CEO, for example, Chief Operating Officer (COO) support to include Senior Leadership Team.

2. Senior Leadership Team (SLT) Administration

- Where required, provide executive diary and email support to the COO.
- Manage all administration processes relating to the SLT, including all meetings and managing bookings of external venues for in person meetings.
- Book annual SLT retreat and SLT learning slots, liaising with external providers.

3. Fundraising

- Attend fundraising meetings, supporting the wider fundraising strategy.
- Support the CEO and the Fundraising Team with major donor management, including keeping contacts and actions updated, researching prospective donors, communicating with existing donors, coordinating thank you cards and gifts, and tracking secured donations.
- Assist the CEO with management of key multi-year grant manager relationships, including comms and events.
- Liaise with the Communications Team to plan and schedule the CEO's supporter engagement communications.
- Oversee the planning and execution of Kids Matters major donor events throughout the year.

4. Governance Support

- Provide executive support to the Board of Trustees who meet quarterly.
- Work closely with the Chair of the Board to ensure that Board agenda is put together in a timely fashion.
- Collate all board papers; liaising with various teams and individuals to ensure all papers are submitted on time.
- Circulate Board papers to trustee's one week before the Board meeting.
- Attend board meetings and produce minutes.
- Track action log and ensure that trustees are completing their assigned actions.
- Oversee trustee recruitment and induction processes, including formal updates to the Charity Commission website.
- Co-ordinate trustee reviews and annual check in meetings with the Chair/Vice Chair.
- Provide administrative support to trustees, including IT support and processing any expenses.

5. Wider team involvement

- Contribute towards staff prayers and, on occasion, lead 'Thought for the Day'.
- Provide additional support to other teams when appropriate.
- Engage with team-wide meetings and trainings.

Person Specification



Category	Criteria	Assessed by*	E/D
Skills/ Abilities	Attention to detail and accuracy	A	ESSENTIAL
	Excellent organisation and time management skills	A/I/T	
	Strong relational skills; ability to work as part of a team and communicate effectively with all levels of leadership	A/I	
	Ability to use initiative and be proactive	A/I	
	Ability to work to tight timelines and handle pressure	A/T	
	Ability to pick up and use new systems and processes quickly and confidently (including CRM)	A/I/T	
	Excellent written and verbal communication skills	A/I/T	
	Ability to manage, prioritise and balance conflicting demands	A/T	
	Ability to work confidently in high-pressure situations	A	
	Able to work independently and as part of a team effectively	A/I/T	
	Understanding of data imports/exports & finance software integrations	A/I	
	IT literate with knowledge and proficiency of Microsoft 365 programmes and Zoom	A/T	
Personal qualities	Organised, calm, and reliable.	A/I	ESSENTIAL
	Comfortable working behind the scenes to enable others.	A/I	
	Reflective, proactive, and solution-focused.	A/I	
	Willing to give and receive constructive feedback	A/I	
	Flexible and willing to be involved in a wide range of tasks	I	
	Commitment to ongoing development of own knowledge and skills	A/I	
	Strong personal Christian faith	**	
	Passion for Kids Matter's vision of seeing every child in need raised in a strong family	A/I	

* Assessment methods: Application form (A), Interview (I), Tasks (T)

** Whilst this is an occupational requirement, the shortlisting process will not involve scoring candidates on their faith.

Category	Criteria	Assessed by*	E/D
Experience	Experience of supporting a senior executive/leadership role	A	ESSENTIAL
	Experience of project management	A	
	Experience of working in an administrative or operations role	A	
	Experience of producing reports for senior mangement	A	

Employment Information

Job title: Executive Assistant to the Chief Executive Officer (12-month Maternity Cover)

Reporting to: Chief Executive Officer

Purpose: See Job Description

Location: Remote (Based in England & Wales with occasional travel required)

Contract: 12-month Fixed Contract

Start date: As soon as possible

Hours of work: 21 hours (3 days) per week

Monday mornings are compulsory due to a weekly team meeting, otherwise hours can be spread throughout Monday to Friday.

We have bi-annual team days with an overnight stay, which all team members are expected to attend (travel costs are covered).

Salary: £29,000 - £32,000 pro rata depending on experience (£17,400 - £19,200 actual)

Probation period: 6 months

Holiday entitlement: 25 days (plus bank holidays) per year pro rata, with additional time off between Christmas and New Year's day

Pension: Automatic enrolment into a direct contribution pension scheme (5% employer contribution)

This post is subject to an Occupational Requirement

Kids Matter serves and supports clients within the Christian sector, the nature of the work requires that this post holder has an active faith in Jesus under the Equality Act 2010, Part 1, Schedule 9.

Equal Opportunities

We actively support and welcome the integration of people from diverse backgrounds and varied experiences and skillsets to help shape the work and future of Kids Matter. We are particularly keen to receive applications from African and Afro-Caribbean, Asian and other diverse ethnic communities, and those who are neurodivergent and/or living with any kind of disability. If this role

Application Process



Stage 1

Complete a copy of our **online application form**.

We also ask for all applicants to submit an **Equal Opportunities Monitoring Form**, which will be sent to you to complete following the submission of your application form. This form will be used for anonymous analysis to ensure our overall recruitment procedures are fair and transparent. It will never be viewed or used as part of the selection process. It is optional to submit this form.

Deadline: **9am on Tuesday 28th July**

All successful and unsuccessful applicants will be notified via email by 5pm on Friday 31st July.

Stage 2

Successful applicants will be invited to an initial 45-minute online interview, which will take place **on the 5th or 6th August** (with flexible timing into the evenings).

To ensure candidates can perform to the best of their ability, interview questions will be sent in advance of the interview date. Candidates will also be sent a short task to complete before attending their interview.

Stage 3

Following initial interviews, 2-3 selected candidates will be invited to attend a second online interview, **on the week commencing the 17th August**. The interview will be 1 hour and 15 mins long and include 1-2 tasks.

The successful candidate and unsuccessful candidates will be informed of Kids Matter's final decision by 5pm on Friday 21st August.

If you would like any application and interview support or you need any reasonable adjustments throughout the application process or if you would like an informal phone call to ask questions or discuss the role, please contact **Katie Washington (HR & Systems Manager)** on **recruitment@kidsmatter.org.uk**.

Kids Matter will treat your application as private and confidential. Unsuccessful applications will be securely destroyed after one year.





About Kids Matter

More than 4 million children are being raised in poverty in the UK and the stress poverty places on them (and their parents) can result in long-term emotional and social problems. We therefore exist to help strengthen families and interrupt that negative trajectory.

Research has shown that the most effective early intervention to help children is group-based parenting programmes. For children to thrive, it is important for mums, dads and carers to increase their own wellbeing and confidence in their parenting skills. Whilst all parents need support, our effective and accessible programmes have been written for families facing disadvantages.

We partner with local churches and their community networks across the whole country to run our evidence-informed programmes in communities and in prisons, equipping mums, dads and carers with the tools (confidence, competence and community) they need to build strong relationships and strong families. Not only will this have a positive impact on child wellbeing and future outcomes, but it will also reduce the social and financial costs of family breakdown.

Our impact

Since launching in 2017, we have impacted **nearly 6,000 children** through our parenting programmes, equipping their parents (over 2,000 of them) with the skills needed to build a strong family. We have an ambitious vision to reach many more in the coming years.

[Read our most recent Impact Report here.](#)

Our team

We have a wonderful team of brilliant people committed to transforming society, one family at a time, and a group of top-notch trustees who support us every step of the way.

[Find out more about them here.](#)

'It's worth doing, I would do it 20 times over and still learn something new in the twentieth session.'

Tash, mum



At Kids Matter, we strive to have a culture where giving and receiving feedback from anyone in the team is a common occurrence. We place high value on getting to know one another to create a foundation of trust from which we can challenge directly. Teams regularly have 360 feedback sessions and managers are encouraged to regularly ask for feedback from their direct reports.

We don't always get it right, but our aim is to operate from a place of 'Radical Candor'.

Our culture values are:

- Faithful** We put our faith in God and we are fiercely loyal to our mission and vision.
- Respectful** We draw alongside others and genuinely listen, affirming the dignity of everyone we encounter.
- Excellence** We go above and beyond to provide the best quality in all we do.
- Positive** We choose to be grateful, to be hopeful, and to see possibility in everyone.
- Ambitious** We push for all to achieve their full potential so that together we can fulfil our vision of every child in need being raised in a strong family.



Statement of Faith



Nicene Creed

We believe in one God,
The Creator of all things,
Who holds the universe in love and wisdom.

We believe in Jesus Christ,
God's only Son, who is fully divine and fully human.

He was born to bring light into the world,
Lived among us, teaching truth and grace.
For our sake, He suffered, was crucified, and died.

On the third day, He rose again,
Defeating death and offering us new life.

He ascended into heaven and reigns with the Father,
And He will come again to restore all things.

Amen.

