



Executive Assistant

Job Description

About Galop

Galop is the UK's LGBT+ anti-abuse charity. Founded in 1982, we have been championing the needs and protecting the safety of the LGBT+ community for 40 years.

Galop works directly with thousands of LGBT+ people who have experienced abuse and violence every year. We specialise in supporting victims and survivors of domestic abuse, sexual violence, hate crime, and other forms of abuse including honour-based abuse, forced marriage, and conversion practices. We are a service run by LGBT+ people, for LGBT+ people, and the needs of our community are at the centre of what we do.

We run a national support helpline for LGBT+ victims and survivors of domestic abuse, conversion practices, and hate crime. We provide advocacy and therapeutic services for LGBT+ victims who need longer-term support. We are person-centred, empowerment-based, and trauma-informed – meaning our focus is always on helping our clients decide what is best for them and then supporting them through their journey.

We use what we learn through working on the frontlines with clients to work for national and local policy change to improve outcomes for LGBT+ victims and survivors of abuse and violence. We build evidence through key pieces of research. We push for legislative change, improved statutory guidance for victims, and better understanding of the needs of LGBT+ people around the country.



About the Executive Assistant

This role will play a pivotal role in supporting Galop to achieve its mission to support LGBT+ victims and survivors of abuse and violence in the UK. You will work alongside another Executive Assistant to provide administrative and project support to the Co-CEOs, as well as supporting the Chair of the Board, Trustees, and Senior Leadership Team as needed. You will work closely with Galop's Co-CEOs and the wider senior team to ensure the efficient and effective running of the executive office. You will proactively manage both internal and external demands, as well as supporting the Co-CEOs with some of their key projects, such as implementation of the strategy, high-level fundraising and culture development.

This is a remote role, with the ideal candidate being available in person in central London on an ad hoc basis.

Your duties will include:

Executive Support & Office Management

- Support the Co-CEOs in all aspects of their roles, including strategic inbox and diary management, workload management, coordinating and minuting meetings, ensuring they are fully briefed, and tracking action points for the Co-CEOs and Senior Leadership Team.
- Act as an effective gatekeeper to the Co-CEOs.
- Ensure electronic files and systems are kept up to date and effective.
- Undertake general administrative duties for the Executive Office as required.
- Support the wider Senior Leadership Team as required.
- Undertake any other reasonable duties as required.



Governance & Board Administration

- Work closely with the Co-CEOs and Board on the organisation's governance requirements, including compiling Board and Sub-Committee papers, maintaining minutes, and managing governance documentation.
- Coordinate Board and Sub-Committee meetings, including preparing agendas, information packs, Co-CEO reports, and taking accurate minutes.

Strategic Planning, Projects & Performance

- Create and maintain systems to monitor operational work against strategic objectives, ensuring regular reporting of organisational KPIs and departmental operational plans.
- Undertake research and project management related to the Co-CEOs' programmes and activities, producing briefings, summaries, and leading projects where required.

Stakeholder Engagement & Communications

- Serve as a key point of contact for the Co-CEOs and Senior Leadership Team, managing internal and external enquiries professionally and liaising with corporate, political, media, non-governmental, and other stakeholders.
- Represent the Co-CEOs internally and externally as required.

Professional Standards

- Always maintain the highest levels of confidentiality.
- And any other duty as required.



About you

The below list is a guide for the kind of skills and experience we'd like you to have – but you don't have to have it all to be considered. We recognise that your experience may be from unpaid roles as well as formal employment. We want to know why you're the right person for this role, not whether you've been given the right opportunities.

Experience and knowledge	Essential (E) or Desirable (D)
Experience of administrative tasks and coordination	E
Experience of working confidentially	E
Experience of working in an executive support role	E
Strong project management skills	E
Strong interpersonal and communication skills, both verbal and written, including the ability to constructively challenge	E
Ability to problem solve and think creatively	E
Ability to work with multiple competing priorities and to effectively prioritise your workload	E
Ability to work well under pressure while remaining strongly detail-oriented	E



Ability to pre-empt requirements and challenges, and an awareness of risk	E
Ability to organise and influence others	E
Strong understanding of discrimination and intersectionality	E
Strong research skills with the ability to summarise and present information succinctly	D
Experience of the charity sector	D
In depth knowledge of LGBT+ experiences, with an understanding of the needs of LGBT+ victims and survivors of abuse and violence	D

At Galop, we approach our work through an intersectional lens, and believe we are at our best when we have diversity of thought, identity and lived experience represented throughout the organisation. As such, we encourage members of underrepresented groups to apply, even if you feel you do not meet all the criteria. We would particularly welcome applications from trans and non-binary, Global Majority / racially minoritised candidates, people of faith, those living with a disability, and those with lived experience of abuse or violence.

Location

This role is remote with ad hoc travel to Central London as required

Hours

Part-time, 25 hours a week.

Contract

Permanent



Reports to:

Co-CEOs

Line manages:

N/A

Salary

You will start on scale point E1, which is £34,213.73 (FTE)