

We are looking for a skilled admin and people orientated person to support our two Joint CEOs (JCEOs) on the journey to further Cardboard Citizens' ambitions as a dynamic, flexible and forward-thinking social justice charity and theatre company, working with people who have experience of homelessness and poverty or inequity.

This role works to support the Executive Director / JCEO primarily, with some diary support given to the Artistic Director / JCEO. The main focus will be to support governance, finance, fundraising, operations and general management of Cardboard Citizens. You will be someone who places value on systems, admin and infrastructure as the key ingredients that help to support the executive team to achieve success in their roles. You will also have experience in building robust relationships with a variety of stakeholders and enjoy being part of a great team.

Terms and Conditions



Salary: £30,000 - £35,000 (dependent on experience)

Contract: Permanent (subject to 6-month probation).

Pension: Cardboard Citizens offers a 6% employer contribution pension scheme and complies with the employer pension duties concerning pensions auto-enrolment in accordance with Part 1 of the Pensions Act 2008. As a result, you will be automatically enrolled into the designated Stakeholder Pension Scheme. If you do not decide to opt-out of auto-enrolment, you will be required to make pension contributions at the level set out in the relevant legislation and you agree to the Employer deducting such contributions from your salary each month.

Hours: Full Time/ 37.5 hours a week (some weekends and evenings required). All staff can request flexible working.

Holiday: 25 days plus statutory public holidays pro-rata.

Place of work: Hoxton Works, 128 Hoxton Street, London N1 6SH. Hybrid working is also an option, we are currently working on average 50% from home.

Notice Period: 1 week during probation and 2 months thereafter.

Additional Information

It is a requirement of Cardboard Citizens that all staff work in a flexible manner compatible with their jobs and in line with the company's objectives and role.

All job descriptions are subject to review and amendment, in consultation with the employee.

Key objectives of the post

- To provide high quality administrative support primarily to the Executive Director/JCEO (and to the Artistic Director/JCEO as required), assisting them in prioritising and managing multiple areas of work and supporting them with delivery.
- Act as the point of contact for key external suppliers and partners on behalf of the ED / JCEO.
- To support both JCEOs with diary and email management.

- Planning and delivery of meetings / staff events, ensuring meetings are documented through minutes / actions and that these are monitored for completion.
- To support the ED / JCEO on new business initiatives and special projects as required.
- To support the ED / JCEO in fundraising where required.
- To support goals around recruitment, staff retention and development, furthering diversity and inclusive working goals, and making Cardboard Citizens an excellent place to work.

Main duties

General

- To support the ED / JCEO in preparing reports and data, offering ideas to improve and enhance the presentation of information internally and externally.
- To support the ED / JCEO in preparing for meetings, providing research and arranging logistics.
- To work with the ED / JCEO to deliver strong, clear and consistent communication between Cardboard Citizens staff, volunteers and those under its employment.
- Handle enquiries and draft correspondence, ensuring all communication is empathetic, clear and respectful.
- To be the point of contact for our IT service supporting the staff team to work efficiently both on and off site.
- To support the smooth running of office and workshop space as a welcoming space for staff and Members.
- To provide support to the ED / JCEO in prioritising and completing their workload.
- To provide diary management support for the Artistic Director / JCEO.

Governance

- To act as a key point of contact with the Board around servicing their engagement with the organisation, minuting and scheduling meetings, inductions and recruitment.
- To minute take at all trustee meetings (Nominations Committee, Finance Committee, and Board Meeting) and Board Away Days, as well as any other key meetings as required by the ED / JCEO.

Development

- Work with the team to prepare the annual Trustees report as part of the Audited accounts.
- To support the ED / JCEO in servicing of the Arts Council England NPO funding requirements and gathering and processing data.
- To support generation of unrestricted income including but not limited to selling and managing hire of rehearsal space (currently £5k per annum).

Human Resources

- To support the HR function and processes of the organisation, ensuring policy and records are maintained and up to date, liaising with suppliers as required.
- Manage processes for recruitment and induction undertaken at Cardboard Citizens ensuring it adheres to best practice alongside organisation goals and values.
- Update staff and freelance contracts, issue employment letters and contract related paperwork.

Finance

- To support teams to adhere to our data protection policies.
- To support the ED / JCEO in accessing financial information, providing some analysis as appropriate.
- To ensure the timely payment of invoices and chase debtors where required.
- To support the Finance Manager with the input of financial data into accounting software.

Equal Opportunities

We are committed to increasing representation in our organisation. Applicants who meet our minimum (essential) criteria and identify as one of the following will be guaranteed an interview.

- Global Majority
- Deaf and/or disabled candidates
- Candidates with lived experience of homelessness or poverty
- Candidates with experience of the care system

Personal Specification - Essential

- Strong communication skills, both written and verbal.
- Experience in managing upwards to support the Executive team to excel in their roles.
- A "can-do" attitude, ability to solve problems and a willingness to take a full and proactive approach to getting things done.
- Good at understanding priorities in a busy environment.
- Excellent communication/relationship management skills and the ability to deal with a wide range of stakeholders.
- Excellent attention to detail and ability to proofread.
- Strong numeracy and literacy skills.
- Sharp computer literacy / good at formatting documents / preparing presentations / using Excel.
- Some experience of fundraising / interest in developing skills in this area.



How to apply

To apply for the position of **Executive Assistant** at Cardboard Citizens [please complete our online application which can be found here](#) by **9am on Thursday 20 June 2024**.

If you need any support with your application or have any questions about this position please email recruitment@cardboardcitizens.org.uk or you can connect with us on [Facebook](#), [Instagram](#) and [Twitter](#).

First stage interviews will take place between **Wednesday 3 – Friday 5 July**.

The panel: Lisa Briscoe (Executive Director / JCEO) and Chris Sonnex (Artistic Director / JCEO).

Second stage meetings may be possible.

Please note that our recruitment policy is to share all details on interview format and questions with you in advance. If you are unsuccessful at interview stage, we will give the option to receive feedback on where your interview answers could have been stronger.