

WILD Young Parents' Project



We want a fair start for young parent families

WILD Worker – Executive Assistant

Role Description

Role title	WILD Worker – Executive Assistant
Hours	24 hours per week over 3 or 4 days
WILD Vision	Everything we do at WILD, in all our roles, is to work towards WILD's Vision: <i>A fair start for the babies and children of young parents</i>

Work area	Your responsibilities	To do this in a WILD way you need to:
Diary, Scheduling and Inbox	<ul style="list-style-type: none"> ● Manage CEO and Deputy CEO diary ● Manage and prioritise CEO email inbox, and respond where appropriate ● Arrange Board, internal and external meetings, events and attendance for CEO and Deputy CEO ● Arrange travel for CEO and Deputy CEO 	<ul style="list-style-type: none"> ● be a ‘completer’; meet deadlines and manage your own work and time ● be highly organised and efficient ● have great communication skills ● be proactive
Task Management	<ul style="list-style-type: none"> ● Manage strategic Task Planners on MS Teams ● Chase incomplete tasks 	<ul style="list-style-type: none"> ● use your initiative and be able to manage complex forward-planning
Meeting support	<ul style="list-style-type: none"> ● Take, distribute and manage minutes and actions for Board, ELT and WILD Voices meetings, and translate to TaskPlanner ● Prepare and create Papers for trustee meetings ● HR formal meeting minutes and documentation ● Tech support for hosting more complex online / hybrid meetings 	<ul style="list-style-type: none"> ● be dynamic and creative ● bring focus and clarity ● excel at building meaningful relationships across the team and externally ● support, motivate and inspire
Contract support	<ul style="list-style-type: none"> ● Maintain contract and reporting documentation, dates and evidence ● Support CEO to maintain fundraising and comms Resource Bank (case for support) 	<ul style="list-style-type: none"> ● be determined, self motivated and bring passion and drive ● be persuasive and thrive on a challenge

<p>Policies and procedures</p>	<ul style="list-style-type: none"> ● Maintain policy review schedule and write and update policies ● Update and disseminate policies ● Maintain time-plan and review of compliance documents and procedures, including insurance, business continuity planning, registrations and external contracts 	<ul style="list-style-type: none"> ● have an understanding of policy and compliance in the charity sector ● be organised and excellent at forward planning
<p>Presentation and reporting</p>	<ul style="list-style-type: none"> ● Support CEO to create and update conference and training slides, infographics and data presentation ● Support CEO to prepare reports ● Conduct research relating to organisational development or fundraising 	<ul style="list-style-type: none"> ● be proficient in the use of a range of software packages such as teams, canva etc
<p>Business and finance support</p>	<ul style="list-style-type: none"> ● Develop ability to support with bookkeeping, invoicing and financial detail (with view to developing systems linked to CIO/trading) 	<ul style="list-style-type: none"> ● use your initiative and be proactive
<p>Teams based approach</p>	<p>WILD operates in a teams-based structure; empowering mixed teams of people to collaborate creatively towards WILDs Vision. Your team will:</p>	<p>To do this in a WILD way you need to:</p>
	<ul style="list-style-type: none"> ● ensure children and families are at the centre of all decisions and activities ● deliver team and individual work plans, and set and report on targets ● use WILD systems effectively to record-keep 	<ul style="list-style-type: none"> ● work collaboratively and independently ● value sharing skills, strengths and experiences ● grow and adapt ● assess and manage risk

	<p>and communicate</p> <ul style="list-style-type: none"> ● use reflective practice and coaching to enhance team performance ● respond flexibly to need ● manage risk, and ensure promotion of health, wellbeing, safety and safeguarding 	<ul style="list-style-type: none"> ● regulate your own feelings, and mentalise the experiences of others
<p>Learn</p>	<p>WILD seeks to be a learning organisation, with learning embedded across all our work. In your role and Team, you will:</p> <ul style="list-style-type: none"> ● use theory, data and evidence to review progress and demonstrate impact ● use focused Learning Questions to explore how we work ● collaborate with, and learn from, families ● communicate learning within WILD and externally ● continue to develop and share your own learning and reflective practice 	<p>To do this in a WILD way you need to:</p> <ul style="list-style-type: none"> ● use theory and evidence to inform your work ● be competent in IT systems ● be keen to share your own learning and development ● be reflective and want to learn
<p>Immerse</p>	<p>Our teams work together to make sure WILD runs well. In your role you will also:</p>	<p>To do this in a WILD way you need to:</p> <ul style="list-style-type: none"> ● understand safeguarding practice

- work within WILD's policies, procedures and practice framework
- safeguard children and adults experiencing vulnerabilities
- support other teams to ensure consistent delivery of services
- work with WILD's systems to gather and report on demographic and outcomes data
- take on any other duties as reasonably required

- use CRM and Microsoft systems
- commitment to accessible learning, equality and diversity
- record and store data and media in accordance with WILD's GDPR policy
- be flexible and willing to work across WILD's services