



SMART
WORKS

SMART WORKS CHARITY

Executive Assistant

Salary: £19,800-£21,000 depending on experience. (FTE £33,000-£35,000)

Contract: Permanent

Working pattern: Part Time, 24 hours per week

Location: London with hybrid working possible.

Closing date: Midnight on Sunday 26th July 2026



ABOUT SMART WORKS

Smart Works is a dynamic, high profile and fast-growing UK charity that dresses and coaches unemployed women for success at their job interview. We empower each woman by giving her the clothes and the confidence she needs to succeed. After visiting Smart Works, 68% of clients secure a job, gaining financial independence and transforming their lives.

The Smart Works service is delivered in London, Manchester, Edinburgh, Birmingham, Newcastle, Reading, Bristol and Leeds. Over the past ten years, Smart Works has helped over 50,000 women, and last year alone we reached 10,600 women. It is our mission that any woman who needs our service should be able to find her way to a Smart Works centre.

In 2025 we launched our new 5-year strategy- we are aiming to build a future where every woman, at any stage of her career, can access trusted, personalised support to secure employment. We aspire to be local in feel, national in reach, shaped by the voices of women, valuing every story and every success.

More information about who we are can be found on our Smart Works website.





ABOUT THE ROLE

We are looking for a highly organised, proactive and detail-driven Executive Assistant who will provide exceptional support to the CEO and Senior Leadership Team (SLT). This role combines high-quality executive assistance, governance support, and confident internal communications work to ensure the smooth running of organisational priorities.

The Executive Assistant will manage key administrative, governance and operational processes, support organisation-wide planning cycles, and coordinate projects and workstreams across the Charity.

DUTIES AND RESPONSIBILITIES

Executive Support

- Manage and coordinate the CEO's diary, ensuring effective scheduling, prioritisation and logistical preparation.
- Provide comprehensive EA support to the CEO, including correspondence, inbox support and forward planning.
- Oversee the SLT calendar, produce agendas, circulate minutes and maintain action logs.
- Coordinate briefing materials and logistics for the CEO and SLT where required.
- Proactively streamline processes to ensure that the CEO and SLT are as effective as possible
- Complete administrative tasks on behalf of the CEO where requested.

Governance Support

- Schedule and coordinate all board and subcommittee meetings at least a year in advance, arranging venues and logistics as needed.
- Create minutes and actions for Group Board and Sub-Committee meetings and share these with relevant stakeholders in a timely fashion.

- Coordinate the organisational risk register, adding SLT updates, tracking actions and mitigations.
- Monitor and maintain accurate records of Group and subsidiary trustee contact details, service terms and attendance.
- Support trustee recruitment and induction for the Group Board.
- Support the Director of Finance with timely and accurate submission of all necessary reports to the Charity Commission and Companies House, maintaining compliance with regulatory requirements.
- Coordinate cross-organisational projects and workstreams, ensuring timelines, milestones and deliverables are met.
- Organise project meetings, produce relevant agendas and updates, and produce minutes and actions as required relating to projects.

Internal Communications Support

- Act as a single point of contact for all staff who may have queries about internal developments of ways of working and link them to the relevant members of staff to respond to their queries.
- Support a regular flow of information to and from regional centres via newsletters, meetings and webinars.
- Organise internal meetings to support the above with appropriate cadence, terms of reference and action logs.
- Support staff onboarding across the organisation by providing orientation around group functions, services and meetings.
- Work closely with the People and Communications teams around internal communications to ensure they are efficient, timely and appropriate.

General

- Work flexibly and proactively, prioritising organisational requirements.
- Support staff events, training and away days as needed.
- Support fundraising events that offer volunteering opportunities where this is workable with other duties.
- Contribute to maintaining a proactive and collaborative work environment, responding adeptly to organisational needs and exhibiting a keen sense of initiative.
- Travel occasionally with the CEO to provide meeting support.
- Any other reasonable duties required by the CEO.





SKILLS, KNOWLEDGE & PERSONAL ATTRIBUTES

Essential Criteria

- Experience providing executive support at senior leadership or CEO level.
- Strong project coordination or project management experience.
- Excellent organisational skills and attention to detail.
- Ability to manage multiple priorities.
- High-quality written communication skills.
- Strong interpersonal skills.
- Discretion and sound judgement when handling sensitive information.

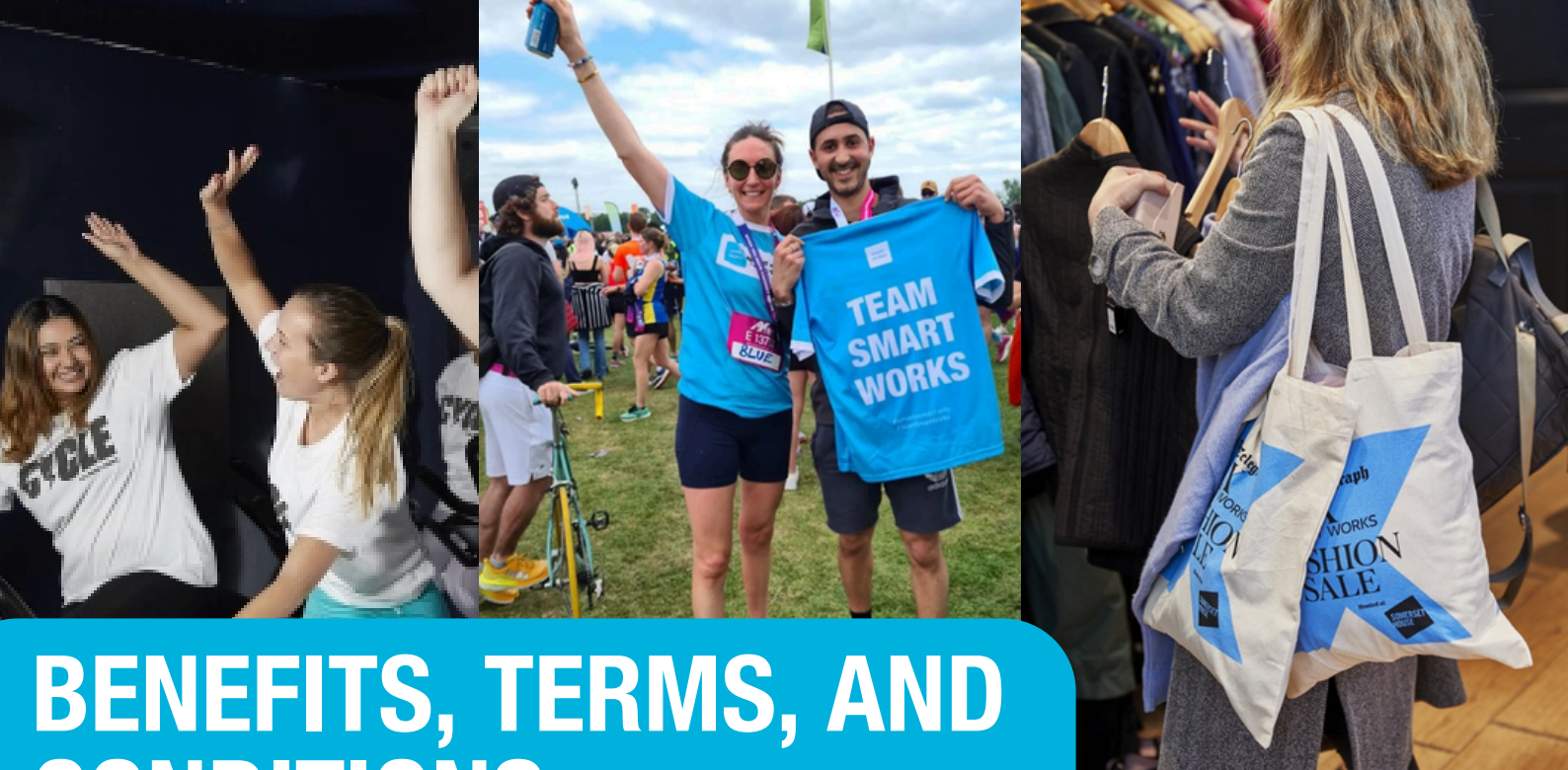
Desirable Criteria

- Experience of governance processes or supporting a Board.
- Experience working in the charity sector.

General duties of a Smart Works staff member

- Represent the Charity's entrepreneurial drive and focus on tangible outcomes, helping to deliver big results from a small staff team
- Work collaboratively and cooperatively with all team members and take an active part in staff meetings and discussions
- Adhere to our policies and procedures and be an ambassador for our charity
- Play your part in ensuring that each woman who comes through our door is treated with respect and empathy

We particularly welcome applications from black, Asian and minority ethnic candidates, disabled candidates, and candidates with lived experience of female unemployment as we would like to increase the representation of these groups at Smart Works.



BENEFITS, TERMS, AND CONDITIONS



- Salary of £19,800-£21,000 depending on experience. (FTE £33,000-£35,000)
 - Permanent.
 - Part time, 24 hours per week. Flexible on how this is worked throughout the week. Smart Works Charity operates a hybrid working approach guided by our Day-to-Day Working Policy. Our standard working week is 40 hours, with flexibility around start and finish times, provided our core hours of 10am to 4pm are covered
 - Based in London but with hybrid working in agreement with the line manager. For most roles, we ask staff to work at least three days a week in the office (pro-rata for part-time roles), including at least one Monday or Friday, with the remaining days from home
 - Reporting to the CEO.
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- 25 days annual leave, plus bank holidays and additional discretionary leave between Christmas and New Year
 - Healthcare cashback plan via Simply Health including money back on eyecare, dental care, prescriptions, diagnostics and more
 - Option to add a partner for a cost and up to 4 children for free
 - 24/7 wellbeing phoneline and free face-to-face counselling on referral
 - 3% Employer Pension Contribution, 5% Employee Contribution.
 - Enhanced maternity/paternity pay after 1 years service
 - Other enhanced compassionate and family leave policies to support colleagues
 - VIP access at some Smart Works sales, events and pop-up shops.
 - Positive working environment with investment in training and progression.
 - All successful applicants must provide references and complete a satisfactory Basic DBS and Right to Work check.



HOW TO APPLY

Please submit a CV and a cover letter by **Midnight on Sunday 26th July 2026**. Your application should be addressed to Anna Hemmings, CEO.

INTERVIEWS

Interviews will take place on 4th August and will be in person in our North London centre.

ADJUSTMENTS

If you require any reasonable adjustments or alterations for the application and recruitment processes, please contact recruitment@smartworks.org.uk.

Smart Works is committed to best practice employment practices, including reducing the burden for those seeking work. Smart Works will therefore reimburse reasonable costs of travel to interviews if required.

At Smart Works we will apply suitable measures to keep your information secure in accordance with our Privacy Policy (a current version of which is available on our [website](#)).