



Executive Assistant to the CEO





Are you a confident and experienced administrator, with a heart for social justice and passionate about positively transforming society?

This is an exciting position where you will have the opportunity to engage in high-level meetings with key internal and external stakeholders. You will be involved in everything from the day-to-day running of the CEO's diary to conversations about the future shape of the organisation.

The ideal candidate will be super organised, with a can-do attitude, a sense of fun and an ability to flex according to the needs of the organisation. Everyday is different so you will be happy juggling multiple priorities and confident in relating to people at all levels. If you're unafraid of a challenge and looking to grow in your career as an EA, we would be thrilled to have you on the team!

Key Responsibilities

We're looking for an exemplary administrative and people-oriented person who will be supporting our CEO with Resurgo's strategic aims to become a national charity. This is an important role in the organisation with responsibilities towards the Leadership Team, Trustees and significant external stakeholders.

Personal Administration Support

- Manage the Chief Executive's diary, optimising the efficient use of time and resources through effective planning and 'gate-keeping' in a relational style that represents the charity's values
- Ensure all necessary briefing papers and documents are compiled for the Chief Executive in good time in advance of meetings
- Prepare excellent Powerpoint and other presentations for internal and external audiences, e.g., meetings with donors, trustees and other key stakeholders

Governance Support

- Co-ordinate and attend Trustees' meetings, including arranging dates, preparing papers in advance, taking and sending out minutes
- Administrate the Investors', Communications, Fundraising, Strategy and Finance, and other Trustee Steering Groups
- Support with various ad hoc projects to enable robust organisational governance
- Coordinate the Strategic Delivery team monthly meeting, and Senior Leadership Team weekly meeting, including organising meeting dates, preparing agendas and sending out minutes, as well as ensuring follow-up actions are completed.
- Provide administrative support to the wider senior leadership team





Personal qualities we're looking for...



An active Christian, passionate about personally representing the values and beliefs of Resurgo, and our mission to equip and support organisations to play a meaningful part in the repair of our social fabric.



At least two year's experience working in an administrative role working with senior leaders, preferably an EA or PA role



Remarkably efficient with high attention to detail and strong organisational skills; someone who is self-motivated and likes to achieve results



Confident, calm, diplomatic and confidential, with a mature and flexible approach to work and work relationships



A proactive forward planner with an ability to anticipate needs ahead of time and work well under pressure



High emotional intelligence with evidence of a clear understanding of how to use telephone, email, written and verbal communication to build strong working relationships

Working for us

- **Salary: from £32,00 to £40,000 dependent on experience**
- Full-time, Monday – Friday 9.30 – 5.30 with some out-of-hours work needed for events such as our Spear Celebrations and early morning governance meetings
- 28 days annual leave (including Christmas 'gift days') plus bank holidays
- Excellent staff development and training opportunities, including our 5-day Coaching for Leadership programme (worth £3,000)
- Regular staff prayer meetings, conferences and retreats (one residential)
- Employee Assistance Programme (a confidential support service) and the option to take advantage of Give as you Earn (GAYE) and Cycle to Work schemes.

We are an office-based organisation and value the collaboration and opportunities to work creatively, have fun together, and build community that this offers us. Most of the team however also have the ability to work from home one or two days a week, depending on role, to give time for focus and flexibility.

Our coaching and feedback culture

Coaching is part of our organisational fabric. We are passionate about its power to bring about robust change, and so we use coaching techniques in everything we do - whether delivering our outward-facing initiatives, or internally as our standard approach to line management, meeting facilitation, giving and receiving impactful feedback, and recruitment. We think our coaching approach makes our work better, and our culture unique.

Coaching is all about empowering an individual to come up with their own solution to a problem, by offering high-level listening and questioning techniques. If coaching is brand new to you, don't worry; all our staff receive extensive and ongoing training in coaching techniques, delivered by our team of highly experienced Master and Professional Certified Coaches. We're proud that the ICF has also recognised us as one of the top 10 organisations in the world to demonstrate the positive effects of coaching, as one of 10 finalists in the **2022 ICF International Prism Award**.



Diversity and belonging

Resurgo is built on a passion for social justice and a desire to see transformation in all areas of society. This includes in the areas of diversity and belonging within our own team.

We actively champion diversity, not for its own sake, but because we know differences in backgrounds, ways of thinking and opinions make us a stronger organisation.

Our coaching approach helps us build and maintain a culture where everyone not only has a seat at the table but feels like they truly belong there. This plays out in different ways - think meetings where your participation is encouraged and valued regardless of your seniority; line managers who really listen to you and equip you to have autonomy in your role; and a senior team who want you to be your authentic self.

We want to see our teams reflect the communities they serve but recognise that some underrepresented applicants may face additional barriers in applying for roles with us. We're committed to doing all we can to remove these, and to creating a workplace where you can see yourself fitting in and progressing.

Faith expressions

Resurgo is a Christian charity, working in a range of settings, in partnership with people from all faiths and none.

Our Christian faith underpins everything we do; it motivates and sustains us and is core to our mission. Prayer and worship are embedded into our daily working practises, and all staff are required to lead a team prayer meeting from time to time. As such, there is a Genuine Occupational Requirement for our team to be practising Christians – our team share a belief in a triune God and we welcome applications from people of all denominations and expressions of Christianity.

Beyond this, Resurgo is an equal opportunities employer and we do not discriminate on the basis of any characteristic, including those protected by the Equality Act 2010; for more information on this, please see our [Equal Opportunities and Diversity policy](#).



What it's like working for us

You'll find our team behaviours (set out below) threaded through all we do, but don't just take our word for it!



Excellence

We are committed, enthusiastic, proactive and hardworking. We go the extra mile.



Confidence

We 'believe we can', stemming from our confidence that God will equip us.



Creativity

We love trying new things, adapting, and changing tack, even when it's risky.



Honour

We always speak well of each other, champion others, and celebrate successes.



Service

We all roll up our sleeves and get stuck in, even when it's 'not our job'.



Hospitality

Relationships are important to us; we invite people in, and share generously.



Authenticity

For us, there's no 'work self' and 'home self'. We want to work with the whole, real you.



Fun

We are deadly serious about enjoying our work and taking time for a joke.



Feedback

We respect each other enough to give challenging feedback to help others grow.



Worship

We worship and pray all the time, for each other and for our work.



I love Resurgo's culture - full of excellence with this perfect marriage of fun. It empowers us to release potential not just in our teams but with every individual we come into contact with.



"Society today is facing huge challenges, so to be part of an organisation that believes in delivering lasting social change is inspiring"



Questions?

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