

Abbey Community Association Limited

Recruitment of an Executive Assistant

Background information

The Abbey Community Association (or Abbey Centre) is a community centre and registered charity based in south Westminster:

- Our mission is to support a healthy and cohesive community in south Westminster by providing the space, services and opportunities to the people who need it most.
- Our vision is a south Westminster community that feels healthier, happier and fully supported.
- In line with our values are:
 - Dedicated
 - Welcoming
 - Collaborative
 - Responsive
 - Adaptable

We deliver our mission through a range of services and activities, which include:

- A community pantry for those struggling with the cost of living
- An information and advice service for those in need of support
- An outreach service to help residents benefit from primary healthcare opportunities
- An employability programme for those struggling to find work
- A range of life skills training courses
- An after-school club for primary school children
- A club, activities and support for older residents
- A range of physical activities to promote physical health and wellbeing
- A choir for those wanting to improve their mental health
- A support group for those who provide care for family members
- A hot meals service for rough sleepers and homeless people
- A hot meals service for refugees and asylum seekers
- A range of cultural and celebratory events throughout the year
- An extensive network for the exchange of ideas and information between local community organisations
- A programme of supported volunteering opportunities
- A community café

Our work is funded through grants, donations, contracts, service level agreements, and revenue from our social enterprise activities that include room hire and catering services.

Executive Assistant

Due to our ongoing growth in order to meet increased local demand for existing and new services, we are now looking for an Executive Assistant to support the Senior Management Team (CEO, Head of Community Programmes, Business and Events Manager) by carrying out a range of administrative tasks for each member of the team. This role will be crucial in enabling the senior managers to focus on their responsibilities for growing and managing the organisation.

How to apply

Please submit your CV and statement showing how you meet the person specification and requirements of the role, along with a completed equal opportunities form, which can be found on the job listing on our website.

Applications should be sent to recruitment@theabbeycentre.org.uk by Friday 24th May.

If you haven't heard by 31st May, please assume you have been unsuccessful.

April 2024