

JOB DESCRIPTION

Job Title:	Executive Assistant to the Worldwide President and CEO
Team:	Membership, Faith & Policy
Hours:	21 hours (3 days) per week
Salary:	£33000 - £35000 (FTE), Part Time - £19800 - £21000
Contract Length:	Permanent
Reporting to:	CEO and the Worldwide President

Mothers' Union is a global Christian movement working with people of all faiths and none to develop communities, strengthen families and advocate for change. Our members are active in 83 countries and work tirelessly to serve their communities to build a future where everyone thrives.

Founded in 1876, Mothers' Union is a women-led volunteer movement, with a membership of 4 million people around the world, 36,000 of whom live in the UK and Ireland. Based on Christian fellowship, members express their faith through action in their local communities, aiming to create a world where every individual can reach their full potential, by stopping poverty, injustice and violence.

We are a diverse and inclusive movement who also welcomes friends and supporters from within and outside of the church structure, together with a host of active volunteers all championing the work we do.

Our structure. Mothers' Union is a federation of Independent Charities known as dioceses and provinces, all affiliated to the Central Charity, which is based in Mary Sumner House in Westminster, London. The Charity is run by a small staff team under the Chief Executive Officer (CEO), overseen by a volunteer body of trustees who are elected by different regions ("Zones") across the world. Their chair is elected by constituencies around the world, and is known as the Worldwide President (WWP). The WWP has significant ambassadorial duties as well as Chairing the board and being the line manager of the CEO.

Like many membership organisations and Charities, MU is undergoing a period of transformation, in order to be sustainable long term. A forthcoming key milestone will be the 150th anniversary of the charity's birth, in 2026

Job Purpose

During and since the pandemic, the WWP and CEO have managed all of their own administration, with just one day per week of a staff member's time to cover critical activities, including writing up the minutes of board meetings, and planning Board meetings. Whilst they are happy to continue to do routine work independently, there are significant inefficiencies in this approach, and the Charity is now at a point where it is seeking an individual who can provide high quality support to both individuals, and also proactively manage the scheduling and topics for key meetings

Key responsibilities:

- **Governance.** Setting dates for all Board and committee meetings in each year. Sending out all papers, being in attendance and writing the minutes for the full Board meetings (3 virtual meetings each year and one in-person); ensuring that clerking is provided by the relevant team for all committees, and that papers and minutes are sent to the postholder for filing in the agreed Board papers area (currently the Board part of Teams)

- **Meeting management.** Organising the annual in-person meeting of the Board (20 people including staff), usually November of each year for one week, near London, arranging travel for trustees outside the UK and being available onsite to support *It is also likely that there will be a meeting of the Worldwide Council of some 70 individuals in Africa in 2026, followed by the in-person board meeting. The post-holder will be involved in the planning and logistical arrangements for this meeting*
- **Senior Leadership Team support.** Organising and minuting monthly meetings, and ensuring (with CEO) that timings and topics are aligned to the annual cycle for the organisation and reporting to the Board and committees.
- **On-line gatherings.** There are 2 gatherings online each year for about 60 people, involving the Provincial Presidents and Community Development Coordinators around the world. The role holder will be responsible for managing, using the most up-to-date information provided by the Development team on participants.
- **Travel management.** Whilst significant work is carried out online, the post-holder will be responsible for organising travel for both the worldwide president and CEO. Likely 2 trips per year for the CEO, 3 trips for the WWP. The current WWP is relatively autonomous in this respect, but there will be a new WWP from 2025, who may be based outside the UK, who will require full support.
- **Diary management.** Both WWP and CEO are quite autonomous, but, especially for larger meetings, coordination through the post-holder will be very helpful.
- **Correspondence management.** To prepare official letters from either WWP or CEO to key external stakeholders, and to manage the correspondence of the WWP with provinces and dioceses, responding to invitations to speak (on line or in-person; sending out congratulatory messages; liaising with membership to send out anniversary and big birthday cards etc). The current WWP is largely self-sufficient, but it will be necessary to provide more support for the incoming WWP.
- **Relationship management.** The individual will be the “go to” person for external stakeholders, including the Archbishop’s office, as well as trustees from around the world and many others, who are wishing to be in touch with WWP or CEO

In 2024, there are a couple of specific projects where the input of the postholder will be key:

- **Elections 2024.** The CEO is returning officer for the 3-yearly (“triennial”) elections to the Board of Trustees. These will be run electronically. Whilst the Development Team will be accountable for providing up-to-date addresses for the electoral colleges, the post-holder will be responsible for collating the packs to go out, and any further administrative support
- **Transition management in 2024.** In preparation for the next Triennium, the current WWP will be capturing how she has been working, and ensuring that key documents are also filed somewhere accessible, for continuity.

The post-holder will be key in supporting the WWP in this, and also, with both WWP and CEO, in mapping out the key events and activities over a 6 year cycle, so that there is a clear structure for the new WWP (and ultimately successor to CEO) to come into and work with. They will also assist the CEO in “standard agenda planning” for the board, for example, the induction of the new Board in early 2025.

Whilst the role is for 3 days per week, ideally this would be flexible, with the individual working more days at certain times (for example during the Board week) and less at quieter times.

MU is a small team, (about 25) and there is an expectation that all will show flexibility in helping out on areas not explicit in their role descriptions, when time and their expertise and ongoing workload allow.

Key Competencies

- The postholder will be very confident and competent in the **Microsoft suite of tools** (Word, Excel, Teams/Sharepoint), Zoom and using a database and finance system (MU has recently implemented Microsoft business central for finance, and is transitioning towards Microsoft Dynamics as a database from 2025).
- They will be confident in **minute taking in Board meetings**, including writing the draft minutes for the CEO to approve.
- Confident **project manager**, able to use a project tool to facilitate planning of schedules for SLT, Board and committees throughout the year.
- Excellent **relationship skills**, confident to liaise with board members and provincial presidents from around the Globe, to arrange travel, answer routine queries, and organise meetings
- Confident to **work with colleagues across the organisation** as required, to encourage timely preparation of papers, and resolve or escalate any issues, or highlight “pinchpoints” to the CEO and SLT as required.
- Strong administrative skills, ensuring that a structured online/virtual filing system is in place and maintained for all governance documents, WWP correspondence etc
- Mothers’ Union is a Christian organisation, and empathy with the Christian faith with be important, although it is not an occupational requirement to be a practicing Christian

For further information about the organisation, please look on the website, and read the annual review for 2022:

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Work Location

This role will be based at our Head Office in central London. Mothers’ Union operates a hybrid working model. Staff are required to work an aggregate minimum of 90 days per calendar year (pro rata for part timers) at our Head Office, Mary Sumner House in central London. Tuesdays are our anchor days where every staff member is expected to be at the office. The 90 days includes anchor Tuesdays.

Benefits

- 25 days of annual leave (full time) plus up to 4 days of leave (full time) given at the discretion of Mothers' Union
- Employer pension contribution of 7%
- Enhanced maternity, paternity and adoption pay
- Two volunteering days per calendar year
- One away day per calendar year
- Enhanced sick pay
- Bereavement leave & Compassionate leave
- Season ticket loan
- Cycle to work scheme
- Employee assistance programme.
- Eye care voucher and an allowance towards glasses.

How to Apply

If you are interested in this position, please apply by sending your CV and a Cover Letter to ranjeewa.wickramasuriya@mothersunion.org. **The Cover Letter can follow the CV in the same document.** The Cover Letter should clearly outline how your skills match the main responsibilities of the role.

Application Deadline

The closing date for applications is **21 April 2024**. Due to the number of applications we receive, we may not be able to individually respond to each applicant. If we do not get in touch with you within 4 weeks from the application deadline, then unfortunately you have not been shortlisted for this position. We aim to get in touch with the shortlisted candidates after the application deadline.

Equal Opportunity

Mothers' Union is an Equal Opportunity Employer. We celebrate diversity and are committed to create an inclusive environment for all employees.