

Executive Assistant (Maternity Cover)

Recruitment pack



Contents

3 About Student Minds

4 Organisational Chart

5 About the role

6 Key information

7 Key Responsibilities

9 Personal Specification

11 Benefits

12 To apply



About Student Minds

No student should be held back by their mental health. We challenge the health sector, higher education sector and government to work with students when making decisions that impact them and we make them accountable for prioritising student mental health.

By creating and curating resources, stories and tools, we empower students to build their own mental health toolkit to support themselves and their peers through university life and beyond. Together, we're improving university communities so that every student gets the mental health support they need to reach their goals.

We're proud of the progress we've made over the last decade, and the thousands of students and professionals, leaders, funders, and policymakers involved in improving student wellbeing. But we also recognise there is a long way to go to achieve our mission. We're just getting started!

We have recently experienced significant growth and now have a staff team of 30 members and turnover of £1.8 million. There is the opportunity for this to increase further over the next few years.

Over the next ten years, we commit to:

- Continue driving positive change for students. We'll keep working with the higher education sector, health sector, and government to make student mental health a priority, and we'll continue empowering students to look after their own mental health.
- Ensuring that positive change lasts. We'll focus on preventative, sustainable, long-term changes that will benefit future generations, as well as the students of today.

You can find out more about the [team](#) at Student Minds on our website, as well as read some of the current team member's [reflections](#) on working in the charity and read about our [trustees](#), our [strategy](#) and latest [Impact Report](#).

Our Values



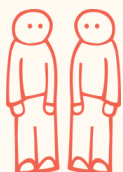
Collaborative

Teamwork and strategic partnerships help us to achieve better results. We are respectful, supportive and inclusive.



Courageous

We are willing to challenge the status quo and be decisive to shape a better future. We are ambitious, optimistic and will push the boundaries.



Empowering

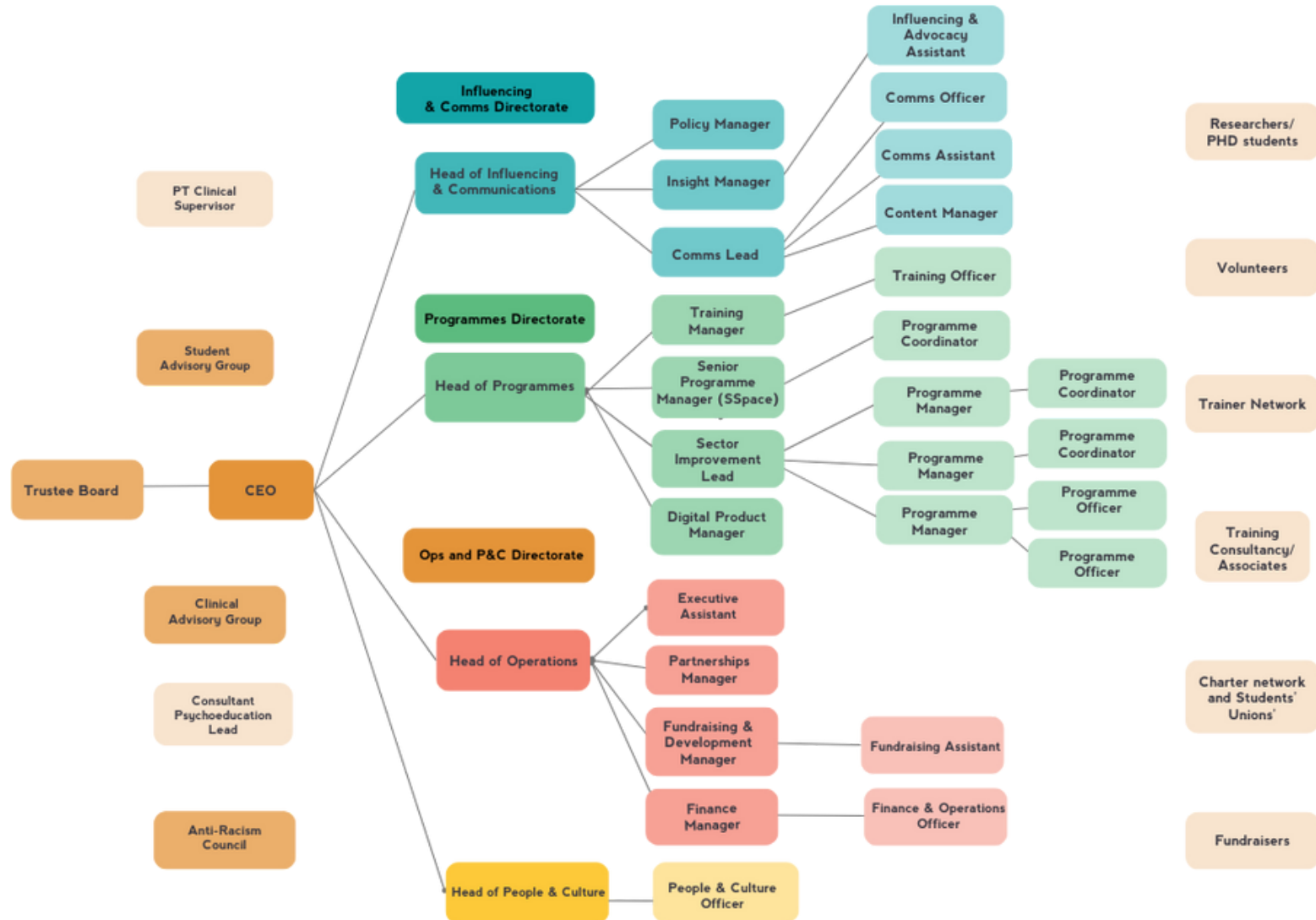
We invest in people, in the belief that they hold the key to effecting real change. We listen and mobilise the student voice.



Innovative

We strive for the best solution and the highest quality, using expert knowledge and evidence. We learn from our ground-breaking research and data to develop and grow.

Organisational Chart



About the role

This is a crucial role where you play a key part in developing and supporting our charity and strengthening our administration and governance. You will be providing flexible assistance primarily to our CEO, in the planning and delivery of their workload. You will also provide administrative support to the Senior Leadership Team, Trustee Board and other structured groups which shape the charity's strategy and activities, for example, our Clinical Advisory Group. As such, the post holder will have the opportunity to work with the entire Student Minds team and a variety of stakeholders across the health and higher education sectors.

This role requires flexibility, initiative and discretion. You should be highly organised and proactive with strong people and communication skills. The ideal candidate is someone who demonstrates reliability and trustworthiness, builds strong relationships with others, and maintains efficiency without compromising standards. In return, we offer a role which is interesting, rewarding and varied within a supportive organisation.



Key information

Location:	We are open to flexible, hybrid and remote working (with in-person attendance required between 1 to 2 times every 6 weeks at our office in Leeds).
Accountable to:	Head of Operations
Hours of work:	Part-time, 30 hours a week
Contract:	Fixed-term, 12 months
Salary range:	£24,926 - £28,325 per annum, pro rata
Role purpose:	To provide direct assistance to Student Minds' CEO and Senior Leadership Team and to help ensure the smooth functioning of the charity's governance structures.
Start date:	June 2024, negotiable.



Key Responsibilities

Chief Executive Officer assistance

- Email and calendar management: helping to prioritise demands, responding to correspondence on behalf of the CEO and following up with contacts post-meetings.
- Arrange meetings and itineraries and coordinate travel as required.
- Stakeholder management support: utilising CRM to maintain updated databases for organisational contacts; support with the completion of contracts and registering purchase orders with suppliers, where the CEO is the lead contact.

Meeting management

- Plan and coordinate relevant meetings to ensure they are purposeful and relevant. These will include Board meetings, Senior Leadership Team Meetings, Leadership Group meetings and any other general committee meetings.
- Provide logistical and administrative support for all meetings, arranging suitable meeting premises or software, preparing and circulating agendas and meeting papers in consultation with the relevant participants (e.g. Chair of the Board, CEO and Senior Leadership Team).
- Coordinate catering requirements and liaise with the finance team to make purchases.
- Take high-quality and accurate meeting minutes and circulate them for appropriate approval and sign-off.
- Ensure prompt follow-up with agreed action points and follow through with ongoing delivery of commitments.


Governance support

- Provide administrative support where applicable to meet the charity's requirements with Companies House and the Charity Commission.
- Support with Trustee recruitment, induction and training.
- Support the charity's continuous improvement and compliance using tools such as the Governance Code.

Senior Leadership Team coordination

- Support with coordinating multi-stakeholder meetings, and liaising with internal and external stakeholders.
- Support members of the Senior Leadership Team or their guests with the use of our core systems and software (Google Workspace, Google Meet, Slack, Mural, Zoom).
- Process any travel expenses for the Senior Leadership Team.
- Manage charity records: provide historical reference by supporting procedures for the retention and disposal of records.
- Welcome guests and provide tours of facilities or support guests to use online meeting software where required.

Other duties

- Such other duties as may be reasonably prescribed by the organisation, appropriate to the grade and responsibilities of this post.
 - Provide cover for other team members as necessary to ensure seamless operations and support across the organisation.
 - Work to agreed charity and personal targets.
 - Attend regular team meetings with Student Minds colleagues.
 - Ensure compliance with Student Minds' internal procedures and all external legal requirements.
 - Ensure equality and inclusion responsibilities for your area of work.
 - Undertake training and attend conferences as appropriate.
 - Engage with and provide feedback on projects and strategic reports developed by other members of the team.
 - Work flexibly and undertake tasks to support Student Minds colleagues as required.
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Person Specification

We are open to candidates who don't meet all the experience and skills criteria. If you are excited about the responsibilities in the role and feel you meet the minimum criteria listed below, we encourage you to apply.

Criteria	Minimum requirement	Desirable
Experience		
Working in an administrative or supporting role in a busy and cross function setting	x	
Quality and accurate minutes taking, and record keeping	x	
Working as a personal or executive assistant		x
Experience in the charity and/or higher education sector		x
Qualified up to A Level or equivalent standard		x
Skills and Knowledge		
Excellent time management skills, with the ability to apply good judgement to manage, prioritise and balance conflicting demands	x	
Excellent attention to detail and accuracy	x	
Excellent interpersonal skills with the ability to adapt and relate to people at all levels	x	
Excellent written and verbal communication skills	x	
Proven ability to work under pressure and to deadlines	x	
Excellent prioritisation and time management skills	x	
Solid IT skills (e.g. proficient in Microsoft Office and/or Google Workspace) with the ability to learn new systems such as Slack, Zoom, Xero, Mural and others where relevant	x	
Excellent prioritisation and time management skills	x	

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Criteria	Minimum requirement	Desirable
Personal attributes		
Highly organised	x	
Assertive and focused attitude, willing and able to challenge senior colleagues or stakeholders when required	x	
A flexible and proactive approach, combining enthusiasm and a willingness to learn	x	
Tact, diplomacy and the ability to maintain a high level of confidentiality	x	
Commitment to Student Minds vision and values including our priorities of student co-production, inclusion and anti-racism; interest in mental health and wellbeing	x	
Flexibility to travel to meetings as required within the UK and able to work evenings and weekends on occasion	x	

Benefits

We want people to thrive at Student Minds; we believe you do your best work when you feel your best. As such, our team comes first and we are proud of our culture; we offer a supportive, flexible and enjoyable place to work.

As part of our staff team, the following benefits are available:

- Generous annual leave allowance - 25 days' annual leave, plus bank holidays, plus a 2-week winter closure
- Flexible working - we encourage all employees to reflect on when and where they work best and how they need to fit work around caring or other commitments.
- Wellbeing is at the heart of what we do - we support staff to implement Wellness Action Plans and offer 10% of weekly working hours for you to invest in your wellbeing.
- Access to Employee Assistance Programme - we also offer wellbeing support through an Employee Assistance Programme which provides a wide range of resources as well as confidential counselling.



For other benefits and more information please see our [website](#).

To apply

Our jobs are open to all.

We believe that diversity in the workplace creates dynamic, relevant organisations, fostering spaces for innovation and creativity. Embracing diversity, promoting equality, and challenging discrimination are values we wholeheartedly endorse. We warmly welcome job applications from individuals of all backgrounds.

This broader collective perspective enriches our ability to make a significant impact, and we are actively striving to enhance diversity within our team. We're looking forward to hearing from candidates who want to help us make our vision a reality. We are keen to hear from individuals with personal experience of mental health difficulties and we particularly encourage applications from men and ethnic minorities, who are currently under-represented in Student Minds.

You'll notice that we don't collect CVs at Student Minds, and instead, we have a short application form to create more of a level playing field for all of our applicants. We also ask for you to complete our separate equality monitoring form - this is kept separate from the main application process and only reviewed if you confirm you would like to be considered under our Priority Interview Scheme for candidates from an ethnically diverse background or where there is a tie-breaker in shortlisting so we can consider inviting those who are currently underrepresented in Student Minds to interview as a priority. For more information on the Priority Interview Scheme [please refer to our website](#).

The deadline for applications is Sunday 21 April 2024 at 11:59 pm.

Please note that we reserve the right to close the application deadline earlier than anticipated if we feel we have received a sufficient number of qualified candidates.

Please detail your relevant skills and experience that make you a good fit for the role. Please use the person specification as a guide. You might want to use the STAR method to structure the answers you give to questions.

You will hear back from us at the week of the 29 April and should you be shortlisted, an interview will take place online on Thursday 9 May 2024 and will involve a competency interview along with a short presentation or task. We will provide details about the task 5 days in advance to allow candidates time to prepare and we will also provide the interview questions 1 hour in advance so that all candidates can perform at their best.

We also offer an Open Session at 11 - 12 noon on Tuesday 16 April where applicants can ask questions about the role or the charity, providing valuable insight and exposure to our team. Should you wish to take part in the Open session, please register your interest [via this event registration link](#).





If you have any questions about the role itself, please contact vacancies@studentminds.org.uk.

To apply, fill in our [equality monitoring form](#), and download, complete and submit the application form [via this unique Executive Assistant recruitment link](#).



Find us online:

www.studentminds.org.uk

@StudentMindsOrg    



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minds**