



Executive Assistant to the Senior Leadership Team

Hours:	14 hours per week. Ideally these hours would be worked over at least three days each week and we can be flexible about hours per day and work location for the right candidate.
Contract:	Permanent
Salary:	£29,994 p.a. pro rata, plus 5% pension contribution (£11,997 p.a.)
Annual Leave:	28 days p.a. pro rata, plus your birthday off (increasing by one day per year until you reach a maximum of 33 pro rata)
Location:	64 Altenburg Gardens, London, SW11 1JL; remote working; other locations when necessary
Reporting to:	Chief Executive Officer

About us

At Share, we're passionate about supporting disabled and autistic adults to live healthier, happier and more independent lives.

We work with around 200 students a year at four sites in South London. Our students set their own goals for learning and life, and the team supports and empowers them to achieve their aspirations. We offer a range of training, employment, personal development, and leisure opportunities. Enabling people to be more independent and self-directed, able to make informed choices, healthier and more resilient, and fully socially included is at the heart of our work. Our programmes focus on personal development, independent living skills and vocational skills, and we work with every student to develop a learning programme tailored to their goals and needs.

We currently offer 17 programmes from 10.00-16.00 Monday-Friday. We also offer social opportunities at evenings and weekends, through our befriending service and volunteer-led "Go Anywhere, Do Anything" programme which provides students with opportunities to enjoy and discover new experiences in and around London.

The role

The Executive Assistant to the Senior Leadership Team (SLT) supports Share's four-person SLT to work effectively by supporting the administrative aspects of their work and liaising with Share's trustees.

You will manage diaries, collate information for reports, support them with data collection and organise trustees' meetings and events. You will support fundraising at Share, so we can do more great work to support our students, by researching available grants, and work with project managers to ensure reports are delivered on time and at a high standard.

Who we are looking for

- A proactive, organised person who demonstrates our values of kindness, support, ambition, respect, integrity and inclusivity in all they do.
- You'll be comfortable working to different deadlines and working on a variety of tasks, and you'll be adept at quickly building warm and productive relationships with your colleagues and our trustees.

- You'll have excellent attention to detail, keen to develop new skills and be trustworthy and discreet with the sensitive information you'll see day to day.
- You'll be happy to work on solo projects with minimal supervision, but also keen to play your part in small teams that aim to make Share a great place to work and learn.

Main Responsibilities:

1. SLT office management
 - a. To provide high-level and comprehensive executive support to the SLT (CEO, Head of People and Culture, Head of Wellbeing and Training, Head of Volunteering and Community Services), including efficient coordination of meetings, monitoring of actions for / relationships with trustees, and other administrative tasks;
 - b. Fundraising support: To support the CEO, Head of Volunteering and Community Services, and external fundraising consultants with fundraising e.g. arrange meetings with donors, sending out collateral, researching grants that we can apply for, capturing reporting and acknowledgement requirements.
2. Share meetings
 - a. Organise all trustee meetings and events;
 - b. Work with SLT to follow up on actions for board and its three sub-committees;
 - c. Support and contribute to meetings of Share's People and Culture Working Party;
 - d. To provide organisational / admin support when necessary for Share staff meetings.
3. Board Administration
 - a. Maintain an annual calendar of key board activities, ensuring these are incorporated into relevant agendas.
 - b. Support new trustee induction by arranging visits and distributing induction documents;
 - c. Organise off-site events, including venue booking and arranging catering.
 - d. Circulate information to and collate key information from Trustees, including Board surveys, compliance information and up to date personal details.

Person Specification

Experience, skills and knowledge

1. Able to communicate well and build rapport quickly with people from diverse backgrounds and at all levels inside and outside of the organisation.
2. Excellent administrative and high competence in use of the Microsoft 365 (in particular Outlook, Word and Excel) with good analytical skills, and the ability to produce clear, well-presented, concise information and reports for internal audiences.
3. Strong team-player and enjoy working alongside others to get the best out of your colleagues.
4. Self-motivated with the ability to work well with minimal supervision.
5. Able to learn quickly, have a commitment to professionalism and outstanding attention to detail.
6. Able to work with non-executives (trustees) who are volunteers, from a variety of backgrounds, and attentive to good governance.
7. Good at planning ahead, demonstrating a methodical, organised and flexible approach to a busy and varied workload.
8. A good understanding of data protection, with the ability to work confidentially with sensitive information.
9. Possess good judgement around what information to cascade up and down the organisation.
10. Confident and polite communicator in person, over the phone and by email.

How to apply

We actively encourage applications from people from minoritised ethnic communities and those with lived experience of a learning disability and/or autism. This is because we believe our staff should reflect the diversity of our student body wherever possible in order to provide the best possible service.

To apply for this role, please fill in the application form on our website or send us your CV and a personal statement addressing the three questions below:

1. What do you think are the three most important qualities of an EA and how have you demonstrated them?
2. What strategies do you use to stay organised and keep track of numerous ongoing projects or tasks?
3. How would you work effectively with several senior colleagues?

Please also let us know your preferred working hours / locations. This can be a hybrid role.

If you would like to have a chat about the role or visit us prior to applying, please contact a member of the HR team at hadmin@sharecommunity.org.uk.

We focus on ability and believe people work best when they feel valued, safe and happy. We do all that we can to make sure that Share is friendly and welcoming to everyone. All CVs and applications are sanitised to ensure unbiased recruitment, and if you make it to interview stage, some questions will be sent in advance. All disabled applicants who meet the minimum criteria will be offered an interview.

This job is subject to two satisfactory references, an enhanced DBS check and providing evidence of the right to work in the UK. If you are disabled and would like to discuss other ways of submitting your application, please contact us on 020 7924 2949.

Our privacy policy for job applicants can be found here: <https://www.sharecommunity.org.uk/privacy-policy-job-applicants>

We look forward to receiving your application.

