



Growing Hope |  
Registered charity 1176358

Growing Hope, KXC, 237 Pentonville Road,  
London, N1 9NG | 07496 528506  
info@growinghope.org.uk

## Growing Hope Executive Assistant JOB DESCRIPTION AND PERSON SPECIFICATION

Growing Hope is a charity that champions accessibility and provides free therapy for children and young people with additional needs in partnership with local churches across the UK. We aim to grow hope for children, hope for families and hope in Jesus. Growing Hope was founded in December 2017 and has a vision to see 20 clinics set up across the UK by 2030. We have five clinics, King's Cross, Brockley, High Wycombe, Gateshead and Redbridge. Each clinic is a local CIO which runs in partnership with Growing Hope and the local church. We have worked with over 1000 children, young people, parents, carers and siblings since we launched. As a national charity Growing Hope has trained over 1500 professionals & parents. We are continuing to expand, with the set-up of further local clinics on the horizon.

### Role Summary

We are seeking an experienced Executive Assistant to our senior leadership team of four individuals – our CEO, Executive Director of Services, Director of Operations, and Director of Growth. We are looking for a strategic and innovative individual with strong planning and organisational skills who is committed to the Growing Hope vision and values. As the charity grows we require support for project management and development of processes across the organisation. We're looking for an individual who looks at the bigger picture, can help us with horizon scanning and can bring new ideas and processes to our ways of working.



#### HOPE

We believe Jesus brings hope to children, young people and families, even in the most difficult situations, and that underpins everything we do.



#### COMMUNITY

We are accepting of all and want everyone to know they are seen, heard and belong.



#### COURAGE

We are brave, choosing honesty over comfort, and tackling problems because we want to change lives.



#### INNOVATION

We are innovative, flexible and creative in our approach, always aiming for excellence.



#### GENEROSITY

We look out for others and share our time, encouragement, finances and skills.

### Job Description

**Location:** Central London – King's Cross and then home working (2-3 days office based)

**Hours:** 0.8FTE (30 hours per week)

**Salary:** £43,499PA (including London weighting, Increment B, Manager). At 0.8FTE - £34,799PR

### Job Purpose

As Growing Hope reaches towards its vision to have twenty clinics by 2030, the Senior Team require additional support in order that they can fulfil the strategic direction of their roles. The Executive Assistant will be flexible and adaptable and able to help the team with streamlining processes as the charity grows. This role will provide essential daily support to the senior team including diary management, project management and process support across the organisation.

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### **Main Duties and Responsibilities**

Duties and responsibilities will be discussed and developed as the charity continues to grow.

The role will involve:

- Providing administrative support for the Senior Leadership Team, making effective use of their time by planning and managing their schedules through diary management, forward planning and managing deadlines.
- Strategically developing processes to enable the senior leadership team to manage their work effectively.
- Taking initiative within the team in order to support the function of the charity.
- Having a flexible approach and working with individuals at all levels.
- Excellent time management skills and ability to prioritise work and projects.
- Supporting standing meetings and committees: scheduling meetings in liaison with participants, compiling papers, taking and distributing minutes.
- Support managing inboxes as requested.
- Managing complex diaries and scheduling meetings across the team.
- Maintaining the charities strategic risk register.
- Support with policy and procedures. Helping to ensure policies and procedures are up to date and reflect current legislation.
- Maintain data protection and confidentiality in line with Growing Hope's information governance policy.
- Ensure adherence to Safeguarding and wider Growing Hope policies.
- Upholding Growing Hope's Christian values and leading and participating in prayer and worship within meetings.

Project Management:

- Managing specific projects as agreed with the team for example, Fundraising Event planning, Christian Therapists Forum etc.
- Liaising with external organisations to support various functions within the charity, including IT, HR, insurance, and governance.
- Support of the Director of Operations with general office admin and volunteer onboarding and supervision.



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### Person Specification

The ideal candidate will have be highly organised and innovative in their approach.

#### ESSENTIAL

- Occupational Requirement - This role has an Occupational Requirement to be a Christian, as permitted under Schedule 9, Part 1, of the Equality Act 2010.
- Experience of working in business or administration support and developing systems for executive teams.
- Commitment to Growing Hope's vision
- IT skills – experience of MS Office and Google Drive or similar.
- Excellent telephone manner and written English
- Excellent interpersonal skills
- Excellent attention to detail
- Ability to work both independently and as part of a team, as the task requires
- Excellent organisational skills
- Ability to carry out administrative duties effectively
- An innovative and creative approach
- Desire to learn and develop skills
- Experience in managing spreadsheets and databases
- Experience in using outlook and mail features including mailmerge.

#### DESIRABLE

- Experience in using Salesforce
- Experience, interest in or commitment to a career in additional needs and inclusion
- Interest in or experience of working in the charity/NGO sector