



# Job Description

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|---------------------------|---|
| <b>POST:</b>              | Executive Assistant to the Oasis Group CEO  |
| <b>RESPONSIBLE TO:</b>    | Oasis Group CEO   |
| <b>GRADE:</b>             | Band C  |
| <b>KEY RELATIONSHIPS:</b> | Oasis Group CEO<br>OCT COO<br>Oasis Leadership Team<br>Oasis Founder<br>Founding Director<br>OCT Board of Trustees<br>Senior staff from across the wider organisation<br>EA to the Oasis Founder<br>Group Office Assistant<br>EAs in all Oasis subsidiaries |
| <b>LOCATION:</b>          | Central London (Lower Marsh Office)<br>Occasional national travel may be required   |
| <b>HOURS:</b>             | Full time (40 hours per week)   |
| <b>DISCLOSURE LEVEL:</b>  | Enhanced  |

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## Context

Oasis works nationally and in local neighbourhoods to build stronger communities. For almost 40 years we have pioneered housing, education, youth, health, church and community work that has promoted inclusion, built opportunity, and created social change.

Currently, in the UK, we work alongside people in 40 neighbourhoods. We believe that a better world is possible, using imaginative and innovative approaches that put their trust in people and families who know their communities better than anyone. We encourage friendship, a sense of belonging, and community cohesion. We work together to tackle poverty, exclusion, and the other barriers that hold back too many families and communities. We do this by being rooted in local neighbourhoods and putting our belief into practice – running schools, housing projects, community hubs, family support services, and youth work. Oasis is made up of thousands of people – children and young people, families, adults, students, our staff and volunteers – working together to build stronger communities.

Oasis is also pioneering new approaches where current systems are failing and excluding people and communities. We are developing new therapeutic ways to reduce youth violence, homelessness, human trafficking, and to tackle school exclusion. In 2024 we will open England's first 'secure school', Oasis Restore, turning around the lives of children in the youth justice system.

In this context, the Oasis Group Office supports the Group CEO and Founder to work together at the heart of the Oasis organisation, leading vision, steering the organisation, supporting the Oasis UK Leadership Team, and pursuing opportunities for innovation and publicity. The Group CEO has responsibility for overseeing the delivery of Oasis' work and the associated strategy across the entire Oasis family – across our network of 54 academies, our community and youth teams, our housing and homelessness work, our secure school, our anti-human trafficking charity and much else. Therefore, the Group Office is the crucial administrative team that is designed to support the Group CEO to lead the Oasis UK Leadership Team and to support our governance systems. The team is made up of the EA to the Group CEO, the EA to the Oasis Founder, and the Group Office Assistant, working in partnership and collaboration and providing mutual support to each other.

## Purposes of the role

### 1. Strategic Group Leadership Support

- **Leadership and strategy support across the Oasis group** – To offer strategic support to the Group CEO in leading the entire Oasis family and supporting the Group CEO and the wider Oasis UK Leadership Team to deliver to the Oasis vision, mission, and strategy.
- **Governance** – To provide support and leadership for Oasis governance systems, including the development of key content for meetings, reporting to trustees, the administration and clerking of meetings, and managing communication and relationships with trustees.
- **Leadership team** – To offer strategic support to the Group CEO with leadership team direction, including with oversight of the strategy, delivery of key areas of the strategy, administration of meetings, and holding senior staff accountable for actions.
- **Innovation** – Supporting the Group CEO to manage areas of innovation across the Oasis family e.g. the development of community housing and the growth of the Oasis movement.
- **Core Oasis groups** – To provide administration to key Oasis groups, taking minutes as required and in collaboration with the EA to the Oasis Founder (including Oasis Leadership Team, OCT Board, and the Group Audit and Risk Committee).
- **Liaison with senior staff and external partners** – To act as a key point of liaison with senior colleagues across the Oasis family (e.g. the Oasis Leadership Team and all other Directors and CEOs) and with strategic external partners (e.g. charity leaders, politicians, partner organisations and media).

### 2. Executive Assistant Support to Group CEO

- **Senior administrative support** – To provide strategic administrative support to the Group CEO.
- **Group CEO correspondence** – To assist with correspondence for the Group CEO as needed.
- **Meeting support** – To be present at and attend key meetings with the Group CEO and Founder (as required) and support the Group CEO (and Founder, as required) to be prepared for meetings and presentations etc.
- **Diary management** – To manage the diary of the Group CEO, working in liaison with the Group Office Assistant. In addition, to offer diary support to the OCT COO, and as necessary, to work alongside the EA to the Founder and Group Office Assistant to manage diaries and appointments for other members of the Group Office as required and enable regular meeting cycles.

- **Information management** – To manage key documentation and information flows for the Group CEO and to ensure data protection and security in line with group policies.

### 3. Group Office Admin

- **Media requests** – To work in liaison with the EA to the Founder to manage media requests on behalf of the Founder and wider Group Office.
- **Speaking engagements** – To manage speaking requests on behalf of the Group CEO (and Founder as required).
- **Event management** – To attend and assist with the management of events such as book launches, recruitment events, fundraising events etc.
- **Group Office presence** – To provide Group Office presence in the central office, and host visitors and guests of the members of the Oasis Group Office.

### 4. General

- To carry out appropriate duties, in line with the purpose of the job, as well as duties that may be reasonably required.
- To actively participate in the wider life and purpose of Oasis.
- To take opportunities to raise support for Oasis.
- To be aware of, engage in, and support Oasis' Equality, Diversity and Inclusion strategies.
- To attend regular supervision with your line manager.
- To participate in personal development reviews.

### Safeguarding children and young people

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, which may include an enhanced DBS check.

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

|                   |  |                      |  |
|-------------------|--|----------------------|--|
| <b>Employee:</b>  |  | <b>Line Manager:</b> |  |
|                   |  |                      |  |
| <b>Print Name</b> |  | <b>Print Name</b>    |  |
| <b>Date</b>       |  | <b>Date</b>          |  |

# Person Specification

## Executive Assistant to the Group CEO

|                                  | Essential   | Desirable   |
|----------------------------------|---|---|
| Qualifications/                  | <ul style="list-style-type: none"> <li>• Education to A Level or equivalent and /or relevant professional experience</li> <li>• Evidence of recent commitment to own professional development</li> </ul>  |   |
| Experience, skills and knowledge | <ul style="list-style-type: none"> <li>• Experience in a senior EA/ Operations role</li> <li>• Experience of project management</li> <li>• High level of competence with Microsoft Office and other IT packages including communications and databases</li> <li>• Experience of minute taking and able to summarise complex discussions clearly</li> <li>• Understanding of governance processes</li> <li>• An excellent standard of written and spoken English and be able to communicate effectively with a range of people.</li> <li>• Calm and adaptable with an ability to work within a flexible and busy environment</li> <li>• Excellent prioritisation and time management skills and the ability to work effectively and efficiently within set deadlines and tight timescales</li> <li>• High levels of tact, diplomacy, discretion and the ability to demonstrate absolute respect for the confidentiality of information.</li> <li>• Able to function with diverse range of people and stakeholders (e.g. civil servants, Oasis colleagues, and general public).</li> <li>• Flexible approach to changes in circumstance.</li> </ul> | <ul style="list-style-type: none"> <li>• Experience of the Charities Sector</li> <li>• Experience in desktop publishing programs such as InDesign.</li> <li>• The drive and initiative to develop own use of new technologies to enhance the work of the administrative and clerical team</li> <li>• Experience of working as an assistant to a business leader/CEO/Chairperson etc.</li> </ul> |

|                  |   |  |
|------------------|---|--|
|                  | <ul style="list-style-type: none"> <li>• Able to demonstrate initiative and work unsupervised</li> <li>• Experience of complex diary/travel management</li> </ul>   |  |
| Other Attributes | <ul style="list-style-type: none"> <li>• Punctual, reliable and honest</li> <li>• Excellent interpersonal skills</li> <li>• Ability to anticipate and problem solve</li> <li>• Creative and flexible thinker</li> <li>• Able to work daily from the Lower Marsh office and occasionally around the UK, providing in-person support to the Group CEO</li> <li>• Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos</li> <li>• Open and inclusive, embracing people of all faiths and lifestyles.</li> <li>• An enthusiastic and effective team player</li> <li>• Reliable, committed and self-confident</li> <li>• Mature, flexible, proactive approach to work</li> <li>• Commitment to safeguarding and promoting the welfare of children and young people.</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks.</li> <li>• Quality focused in all aspects of work.</li> </ul> |  |