

# Leadership Team Assistant

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## About Spear

We launched the award-winning Spear Programme over 20 years ago, and there are now 18 Spear Centres across the country, equipping unemployed 16–24-year-olds facing barriers to employment with the skills and mindset they need to secure work and thrive in the workplace.

## About the role

This is a dynamic and rewarding role at the heart of Spear's operations, combining executive support, office coordination, and event planning. You will support our Senior Leadership Team, while taking on key cultural and administrative responsibilities across the Wider Leadership Team and organisation. Perfect for a highly organised, proactive people-person, you'll keep everything running smoothly behind the scenes while contributing to a vibrant culture dedicated to equipping young people to overcome barriers to employment and achieve their potential.

## Role Responsibilities

### Administrative Support

- Administration for a variety of leadership meetings, including supporting with organising meeting dates, sending out papers and ensuring follow-up actions are completed.
- Support with practical needs for key meetings, including setting up rooms beforehand, arranging refreshments and technology needs.
- Provide ad hoc administrative support to the wider Senior Leadership Team as required.
- Support with ad hoc admin needs to support the smooth running of Spear centres, including supporting Centre Managers with half-termly Eventbrite pages and diary invites.
- Plan occasional travel and overnight accommodation for team members when travelling for UK-based training or meetings.
- Support with the coordination of training days and team-wide events, including overseeing logistics and booking venues and caterers, as well as supporting with resources for speakers.

### Office Support and Culture

- Be a point of contact in our London office for team members and external contacts, ensuring everything is in good working order and it is maintained as an excellent and tidy working environment.

- Coordinate a group of support staff from the London office to provide front-desk cover, ensuring the organisation maintains a professional, welcoming, and well-run environment and building a sense of ownership of the office.
- Coordinate use of meeting rooms, desks (including Kadence) and parking spaces at Colet Court.
- Manage weekly shops for the office, including for occasional special events where needed.
- Manage all supplies required for the office, including stationery, keeping abreast of stock levels and ensuring storage areas are kept tidy and well stocked.

### **Active participation in Spear's team and support for Spear's mission**

- Help build and develop Spear's ethos and Christian life, including leading and contributing to daily collective and personal prayer meetings which are an integral part of Spear's operation

### **Person Specification**

- A practising Christian, passionate about personally representing the values and beliefs of Spear, and our mission to equip and support young people facing barriers to employment.
- Remarkably efficient with high attention to detail and strong organisational skills; someone who is self-motivated and likes to achieve results.
- High emotional intelligence with evidence of a clear understanding of how to use telephone, email, written and verbal communication to build strong working relationships.
- At least two years' experience working in an administrative role, including direct contact with senior leaders.
- A proactive forward planner with an ability to anticipate needs ahead of time and work well under pressure.
- Confident, calm, diplomatic and confidential, with a mature and flexible approach to work and work relationships.

### **Key information:**

- Salary: £28,000
- Contract: One Year Fixed-Term Contract, with the potential to renew
- Location: Hammersmith, Office-Based
- Part-Time, 3 days a week with flexibility to work this across 4 days if wanted
- 28 days annual leave (including Christmas gift days) plus bank holidays (pro rata)
- Regular staff prayer meetings, conferences and retreats (one residential)

Our working hours are 9:30am - 5:30pm, with occasional evening work for events such as our Spear Celebrations. We value a culture of excellence, authenticity, and fun.

We are an office-based organisation, working face-to-face with the trainees and value the collaboration and opportunities to work creatively and build community that this offers us.