

Toc H Executive Assistant

Job Description and Person Specification

Post details

Job title	Executive Assistant
Hours	25 hours per week (flexible pattern by agreement)
Responsible to	Chief Executive
Location	Working from home with occasional in person meetings
Salary	£33,000 FTE, pro rata for 25 hours
Contract	Permanent
Holiday	25 days per year plus bank holidays, pro rata

About Toc H

Toc H began in the trenches of the First World War as a place of belonging, open to everyone regardless of rank or background. Today it is a small charity, rebuilding its work almost from scratch around a simple conviction: that every person has intrinsic dignity, that people are equal whatever their wealth or position, and that we are made by our relationships.

Our renewed work brings people together through community buildings and local projects. Projects are led by local people and supported by a small national team. Sometimes we work alongside existing local organisations; sometimes we build new work on a specifically relational model.

Purpose of the role

The Executive Assistant keeps a small, growing charity running smoothly. You will manage the Chief Executive's diary and correspondence, run the office and administrative systems, keep policies and procedures up to date, handle HR administration, and support the trustees. In a small team, you will often be the person who knows where things are and makes sure they happen.

This is a varied role for someone who enjoys bringing order to a busy organisation and who shares, or is curious about, Toc H's belief that relationships are at the heart of good community life.

President: Archbishop of York / **Vice Presidents:** Paul Dimoline and Hilary Geater Childs

Toc H Head Office and Registered Office 483 Green Lanes, London, N13 4BS
020 8057 4200 / info@toch.org.uk / toch-uk.org.uk

Toc H is incorporated by Royal Charter and a registered charity: 211042 (England) SCO45491 (Scotland)

Main responsibilities

Diary and executive support

1. Manage the Chief Executive's diary, arranging meetings, travel and accommodation and anticipating clashes.
2. Handle correspondence and the shared inbox, drafting replies and following up actions.
3. Prepare papers, briefings and presentations for meetings, and take and circulate notes.
4. Act as a first point of contact for partners, funders, volunteers and the public, representing Toc H professionally.

Office and administration

1. Run the office systems: filing, shared drives, databases and records, keeping them accurate and easy to use.
2. Organise meetings and events, including venues, bookings and catering.
3. Manage contracts and suppliers such as IT, insurance and office services, keeping a renewals calendar.
4. Support basic financial administration: purchase orders, invoices, expense claims and liaison with the finance provider.
5. Maintain contact lists and support data protection compliance (GDPR).

Policies and procedures

1. Keep a register of the charity's policies (for example safeguarding, health and safety, data protection, equality, lone working) with review dates.
2. Draft and update policies for approval and make sure staff and volunteers can find and understand them.
3. Track compliance deadlines, including Charity Commission returns, insurance renewals and DBS checks.

HR administration

1. Administer recruitment: adverts, application packs, interview arrangements and correspondence.
2. Coordinate induction for new staff and volunteers.
3. Maintain personnel records, contracts, absence and holiday records confidentially.
4. Liaise with the payroll and HR advisers and keep the staff handbook current.

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5. Track training, supervision and DBS renewals.

Governance support

1. Organise trustee and committee meetings, prepare and circulate papers, and take minutes.
2. Maintain the governance calendar and statutory records.
3. Track actions and decisions arising from meetings.

General

1. Support local projects and the national team with administration as the charity develops.
2. Help with funding applications and reports by gathering information and keeping records.
3. Take on other reasonable duties appropriate to the role in a small, developing charity.

Person specification

Area	Essential	Desirable
Experience	Experience as a PA, administrator or office manager, supporting a senior manager	Experience in a charity, church or community organisation
Experience	Managing a busy diary and correspondence	Supporting a board of trustees, including minute-taking
Experience	Maintaining records and filing systems	HR administration, recruitment or payroll liaison
Skills	Excellent organisation; able to prioritise and work to deadlines	Drafting or updating policies and procedures
Skills	Clear, accurate written English and a professional manner on the phone and in person	Basic bookkeeping or finance administration
Skills	Confident with Microsoft 365 or Google Workspace (email, calendar, documents, spreadsheets)	Experience with CRM or database systems
Knowledge	Understanding of confidentiality and data protection	Awareness of charity governance and safeguarding
Personal qualities	Discreet, reliable and calm under pressure	
Personal qualities	Able to work independently and use initiative in a small team	

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Personal qualities	Warm and approachable with people from all backgrounds	
Values	Sympathy with Toc H's commitment to human dignity, equality and the importance of relationships	
Other	Willingness to travel occasionally and to work very occasional evenings for meetings.	Full driving licence
Other	Based in the Midlands area	

How to apply

Please send a CV and a covering letter of no more than two pages to info@toch.org.uk, explaining how you meet the person specification. The closing date is **27th October**, and interviews will be held on **2nd November**.

This post requires a basic DBS check. Toc H is committed to equality and welcomes applications from everyone.

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