

## Job Description and Person Specification

<b>Job title:</b>	Executive Assistant to CEO & Team Manager
<b>Reports to:</b>	CEO, working closely with the Head of Operations
<b>Location:</b>	Hybrid, working at least 2 days per week in our office in London but up to 5 days per week when required
<b>Hours:</b>	37.5 per week
<b>Contract:</b>	Permanent, full-time
<b>Salary:</b>	£37,000 – £39,000, depending on experience
<b>Benefits:</b>	25 days annual leave plus bank holidays, 5% pension contribution, employee assistance programme, flexible working, and more. Click <a href="#">here</a> for more details on our commitments and benefits.

<b>Application deadline:</b>	9 <sup>th</sup> March at 11:59pm
<b>Interview dates:</b>	Weeks of 3 <sup>rd</sup> and 17 <sup>th</sup> of March

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Please note that we will be reviewing applications as they arrive and our first interviews are before the closing date for the role. We reserve the right to close this vacancy early if we find the right candidate. We encourage early applications.

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**Blaggrave is a disability friendly employer. Please contact Valeria at [hr@blagravetrust.org](mailto:hr@blagravetrust.org) if you have any questions or would like to receive this document in a different format.**

**This role is subject to checks including a Basic DBS check and 2 references. Candidates must be eligible to work in the UK.**

### Who we are

The Blaggrave Trust is a charity funding and collaborating with partners to bring lasting change to the lives of young people. We invest in them as powerful forces for change and act upon their right to be heard in pursuit of a fair and just society.

We fund work nationally, as well as having a specific focus on several counties in the South East of England. You can read our full 2022 – 2026 strategy [here](#).

We are committed to centering the voices of those we seek to serve. Our board and staff team have relevant lived and learnt experiences to help us fulfil our mission. We listen to the communities we seek to serve both directly and broadly to have as accurate of an understanding as possible about the issues that those we're here to serve are facing.

At Blaggrave, we aim to create a working environment where everyone feels supported and empowered, able to not only focus on their work obligations, but also to actively participate

in family, cultural, and communal activities, and contributing to a more equitable society. [Here](#) we share some of our commitments and employment benefits offered at Blaggrave.

### **About the role**

The Executive Assistant (EA) to the CEO will provide high-level support to the CEO, helping them stay focused on strategic priorities by managing their schedule, emails, some relationships, and leading or supporting key projects from the CEO Office. As part of this role, you will also support team administration, ensuring smooth communication and coordination across the organisation.

If you're a proactive, detail-oriented Executive Assistant who wants to be part of a small and joyful team making a difference in young people's lives, this role could be for you!

### **Job description**

#### **Key Responsibilities**

##### **As Executive Assistant to the CEO, you will:**

- Manage the CEO's inbox, diary, meetings, and travel arrangements.
- Ensure the CEO's office runs smoothly and effectively, supporting to keep track of priorities and ensuring deadlines are met.
- Prepare agendas, take minutes, and track actions for key meetings attended by the CEO (for example, Board, Committee, and senior management team meetings).
- Prepare briefs, research, and documents for the CEO's, and ensure follow-ups are actioned.
- On behalf of the CEO, manage the day-to-day of key projects and relationships, including updating CRM system.
- Support the CEO in updating policies and procedures that fall under the CEO Office, ahead of Board meetings.
- Assist the CEO with social media and blog posts.
- Liaise with internal and external stakeholders on behalf of the CEO, ensuring clear and inclusive communication, managing and prioritising demands.
- Support information sharing between the CEO and the wider organisation.
- Handle confidential information with care and professionalism.
- Help organise trustee Away Days and other trustee meetings, arranging travel and refreshments when needed.
- Manage the CEO's credit card reconciliation.

##### **As Team Manager, you will:**

- Help organise team days and other all team meetings with the Head of Operations.
- Ensure the office runs smoothly, e.g., managing stationery supplies.
- Be a second point of contact with our landlord, Toynbee Hall, including liaising with them regarding visitors to the office.
- Support key projects and events, ensuring timelines and deliverables are met.

**Additional Responsibilities:**

- Provide general support across Blaggrave as needed.
- Represent Blaggrave at external meetings with partners, contractors and peers as required.
- Show an active commitment to anti oppressive and anti-racist practices including attending organisational training and reflection sessions to implement into your work and Blaggrave's wider work.
- Participate in ongoing training and development.

**Person Specification**

We are looking for a proactive, highly organised individual with excellent communication skills and a commitment to social justice. You should be able to manage multiple priorities, work well both independently and within a team, and bring a solutions-focused approach to challenges. If you thrive in a fast-paced environment and are passionate about supporting leadership and team coordination in a mission-driven organisation, we'd love to hear from you.

	<b>Cover letter &amp; CV</b>	<b>Interview</b>
<b>Essential skills, knowledge and experience</b>		
Strong organisational and administrative skills, with experience supporting senior leadership.	✓	✓
Excellent written and verbal communication and interpersonal skills, with the ability to engage with a wide range of stakeholders.	✓	✓
Ability to manage multiple tasks and prioritise effectively in a fast-paced environment.	✓	
Experience coordinating meetings, including preparing agendas, taking minutes, and tracking actions.		✓
Ability to synthesize and communicate complex information.		✓

Experience preparing documents, reports, and briefing for different audiences.	✓	✓
Experience handling confidential information with discretion and professionalism.		✓
Proficiency in using office software, including email, calendar management, and spreadsheets.	✓	
Strong attention to detail and ability to maintain accurate records.	✓	
Ability to work independently and as part of a team.		✓
Self-motivated, able to work in a fast-paced environment efficiently and independently, but also within a team, with the ability to support and engage in team and cross disciplinary working.		✓
<b>Desirable skills, knowledge and experience:</b>		
Understanding of anti-oppressive and anti-racist practices.	✓	
Knowledge of social media management and content creation.	✓	
Experience using Salesforce as a CRM	✓	
Experience in event planning and coordination.	✓	
Experience of working in the non-profit or charitable sector.	✓	
<b>Essential values:</b>	✓	
Strong belief in Blaggrave's core mission and values, including a commitment to social justice.	✓	✓
A commitment to equity and inclusion	✓	✓
Respect and empathy for young people and those with lived experience of social injustice.	✓	

**Candidates must be eligible to work in the UK. This role is subject to a Basic DBS check and 2 references.**

**To apply, send your CV and cover letter of maximum 2 pages to [hr@blagravetrust.org](mailto:hr@blagravetrust.org) by 9<sup>th</sup> March at 11:59pm – early applications are encouraged.**

**Please use subject title: EA to the CEO.**