

Job description for the role of  
**EXECUTIVE ASSISTANT to CEO and DIRECTORS**

- Location:** This role may be based in our London, Sheffield or Bristol offices or from home, but it will involve some travel to all our offices on occasion and attendance at in person meetings.
- Hours:** 35 hours per week. We have flexible working practices and would consider 28 hours per week for this role.
- Contract:** Permanent
- Salary:** The starting salary for this role will be £32,252 (£35,725 where the role holder is resident in Greater London) per annum.

Power to Change is an independent charitable trust that supports community businesses in England, endowed by the National Lottery Community Fund (previously the Big Lottery Fund). Our vision is 'powerful communities, better places'. We want to back people to build successful community businesses for the benefit of their local places.

We have an exciting opportunity for an experienced Executive Assistant to join our small People and Governance Team. You will provide full secretarial support to the CEO and Leadership Team (comprising of 5 Directors) and will oversee all diary management and travel coordination on their behalf. Acting as a first point of contact for our Board members, you will manage all Board and Committee meetings including oversight and dissemination of Board and Committee papers. As a member of the People and Governance Team, you will also manage the internal Power to Change calendar as well as our general inquiries and complaints inboxes.

You will be working closely with other like-minded passionate professionals in our organisation to build the profile of a movement that will change the face of the country.

**Deadline for applications: 5pm on Monday, 9<sup>th</sup> May 2022**

Email a CV and covering letter to Sheena Pentin at Careers 4 Change on [sheena.pentin@careers4change.com](mailto:sheena.pentin@careers4change.com)





## Overview

### About the role

The Executive Assistant role fully supports the Leadership Team at Power to Change and works with the Governance and Strategy Manager to ensure the effective functioning of the Board, Board Committees and the Leadership Team.

### Key responsibilities

- Provide full secretarial support to the CEO and all members of the Leadership team (comprising of 5 Directors) including diary management (organising internal and external meetings), coordinating travel arrangements (booking travel and accommodations, registering for conferences), submitting expenses, and providing ad-hoc assistance when required.
- Act as a first point of contact for all Board members and the Protector.
- Oversee the organisation of all Board and Committee meetings.
- Oversee the timely production and dissemination of Board and Committee papers.
- Attend Leadership team meetings as required, take minutes and follow up actions.
- Manage the internal Power to Change calendar.
- Manage the incoming general queries and complaints inboxes.
- Assist in the logistics of in-person All Staff Meetings and other internal events.

### Skills and experience required

- Minimum 2 years of experience working as an Executive Assistant.
- Exceptional organisational and diary management skills.
- Excellent prioritisation, time management and ability to work on multiple projects effectively.
- Experience in coordinating and formatting documents for submission to Executive and Board level.
- Ability to write to a high standard and to communicate with a wide variety of stakeholders.
- Confident and competent in using IT systems, particularly databases, and Microsoft Office, especially Teams, Outlook, Excel, PowerPoint, and Word; and Zoom.

We are an **equal opportunities employer** and welcome applications from all candidates irrespective of race, age, disability, gender, gender identity, sexual orientation, religion or belief, or marital or civil partnership status. We will assess all applications against the requirements for this post as detailed in the job description and person specification and ask for names and education history to be removed from applications.

We are **Disability Confident Committed**, we welcome and respond positively to applications from disabled people. We will meet individual needs throughout the recruitment process, including making any appropriate reasonable adjustments during the interview stage and to our workplace if selected into post to support colleagues with any form of disability. If you meet the minimum requirements for the role and would like a guaranteed interview, please email [james.sabala@powertochange.org.uk](mailto:james.sabala@powertochange.org.uk), you do not need to share any details about your disability at this stage.

As a **Mindful Employer** we recognise that in the UK, people experiencing mental ill health continue to report stigma and discrimination. We are committed to creating a supportive and open culture, where colleagues are able to talk about mental health. We are also committed to ensuring that our employees feel safe in disclosing any mental health conditions and confident that they will be properly supported and offered reasonable adjustments when required.

If you have any questions about how Power to Change is an equal opportunities employer please contact our Diversity, Equity and Inclusion Manager, Edward on [edward.walden@powertochange.org.uk](mailto:edward.walden@powertochange.org.uk)

## Who we are and what we do

We unlock the power within communities to create better places through business.

Power to Change backs people to grow community businesses that directly benefit their local area. In just six years, we've helped double the number of community businesses in England to over 11,000 through innovative funding, support programmes and research.

No one understands a community better than the people that live there. Run by local people, trading for the benefit of local people, community businesses provide the services that neighbourhoods need to make them thrive.

## Our vision and mission

Our overall vision is '**powerful communities, better places,**' which we will deliver by pursuing our mission to 'strengthen the community business sector'. Our [2021-25 strategy](#) sets out how we will go about pursuing this vision and mission.

## Our Objectives

**To harness opportunities** Growing and diversifying the community business movement is critical to its survival. We want to create the conditions and work with community businesses themselves to ensure a more diverse base of people can be involved in community business in different ways, from being board members and employees to volunteers, shareholders and customers. In particular, we want to ensure that we lower barriers for disadvantaged communities to develop community business ideas so that together we can build a more equitable movement.

**To increase engagement** The world is changing, and community business can be at the heart of local solutions. We need to continue to build the case for the positive economic, social and environmental impacts of community business, and act as a catalyst to unlock the resources of government, the wider public sector, other funders and the private sector to grow the community business movement and deepen its impact. We will build the exemplars and evidence that can give others confidence to invest in community business.

**To build capacity** Community business leaders need the skills, knowledge and capabilities to thrive for the long term and build up their power. We will build their capacity to do so now and in the future. We also want to identify new market opportunities and routes to market such as digital that can support income generation and diversification for community businesses, building resilience over time.

## Our values

**Bold:** We experiment, take risks and test new ideas. We move quickly to take advantage of opportunities.

**Informed:** We learn from research and from our delivery. We are responsive and adapt to what we have learned.

**Open:** We are transparent about our decision-making. We share knowledge and learning including what has not worked.

**Collaborative:** We work across sectors and respect others' knowledge and experience. We encourage others who share our vision to bring about change.



JOB DESCRIPTION	
<b>Role Title</b>	Executive Assistant to CEO and Directors
<b>Reports to</b>	Governance and Strategy Manager
<b>Role Purpose</b>	The Executive Assistant role fully supports the Leadership Team at Power to Change and works with the Governance and Strategy Manager to ensure the effective functioning of the Board, Board Committees and the Leadership Team.
<b>Role responsibilities</b>	<p><b>Leadership Team Support</b></p> <ul style="list-style-type: none"><li>• Provide full secretarial support to the CEO and all members of the Leadership Team (comprising of 5 Directors) including diary management (organising internal and external meetings), coordinating travel arrangements (booking travel and accommodations, registering for conferences), submitting expenses, and providing ad-hoc assistance when required.</li><li>• Oversee the organisation of all Leadership Team and Assurance meetings.</li><li>• Coordinate all in-person Leadership Team strategy meetings.</li><li>• Attend Leadership Team meetings as required, take minutes and follow up actions.</li><li>• Oversee the internal reporting process so that all internal assurance items (including budget, OKRs, KPIs, etc.) are comprehensively and effectively presented to the Leadership Team and the Board.</li><li>• Work with the Data team to ensure that all key stakeholders are recorded and kept up to date on Salesforce.</li><li>• Liaise with other staff members on behalf of the Leadership Team.</li></ul> <p><b>Board Administration</b></p> <ul style="list-style-type: none"><li>• Act as a first point of contact for all Board members and the Protector.</li><li>• Oversee the organisation of all Board and Committee meetings.</li><li>• Oversee the timely production and dissemination of Board and Committee papers.</li><li>• Take Board and Board Committee minutes in the absence of the Governance and Strategy Manager.</li></ul> <p><b>Team Support</b></p> <ul style="list-style-type: none"><li>• Manage the internal Power to Change calendar.</li><li>• Manage the incoming general queries and complaints inboxes.</li><li>• Assist in the logistics of in-person All Staff Meetings and other internal events.</li></ul>
<b>Organisation responsibilities</b>	<ul style="list-style-type: none"><li>• Continuously review how to embed diversity, equity, and inclusion into our work.</li><li>• Support high quality reporting and effective communications on your responsibilities across Power to Change.</li><li>• Be an active and engaged colleague, taking part in support, and learning activities.</li><li>• Provide ad hoc administration and support to the People &amp; Governance team.</li></ul> <p>Provide <i>ad hoc</i> assistance to other team members as required.</p>



## PERSON SPECIFICATION

### Skills and Experience

- Minimum 2 years of experience working as an Executive Assistant.
- Exceptional organisational and diary management skills.
- Excellent prioritisation, time management and ability to work on multiple projects effectively.
- Experience in coordinating and formatting documents for submission to Executive and Board level.
- Confident and competent in using IT systems, particularly databases, and Microsoft Office, especially Teams, Outlook, Excel, PowerPoint, and Word; and Zoom.
- Good levels of electronic file management experience.
- Good levels of accuracy and attention to detail.
- Proficient at building and maintaining good working relationships internally and externally.
- Ability to write to a high standard and to communicate with a wide variety of stakeholders of all levels of seniority.
- Willing to work flexibly and fluidly.
- Analytical in approach, able to quickly gain an understanding of complex work with confidence to ask for help.

This job description is issued as a guideline to assist you in your duties, it is not exhaustive. Because of the evolving nature and changing demands of our work this job description may be subject to change. You may, on occasions, be required to undertake additional or other duties within the context of this job description.



<b>LIVING OUR VALUES</b>	
<b>BOLD</b>	<ul style="list-style-type: none"><li>• You will be flexible in your thinking and open to being challenged about change.</li><li>• You will take calculated risks and have the courage to stand by decisions despite resistance.</li><li>• You will actively seek connections between information and results to bring a wider view to the organisation.</li></ul>
<b>COLLABORATIVE</b>	<ul style="list-style-type: none"><li>• You will actively look to collaborate with others on all areas of your work, and you will encourage others in the organisation to collaborate.</li><li>• You will help people understand the value of their contribution to our vision and mission.</li><li>• You will actively seek out feedback about how you build relationships and adapt your behaviour and language as necessary.</li></ul>
<b>INFORMED</b>	<ul style="list-style-type: none"><li>• You will take part in relevant professional networks to pro-actively develop your skills and experience.</li><li>• You will use your knowledge and insights to develop a comprehensive understanding of issues.</li></ul>
<b>OPEN</b>	<ul style="list-style-type: none"><li>• You will confidently raise sensitive matters with others with specific examples of what's happened in a timely manner and the impact it has had.</li><li>• You will motivate, inspire and encourage others despite your own concerns or disappointments.</li><li>• You will proactively seek contributions from others to ensure our work reflects the needs of diverse communities.</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>✓ Pension with 5% company contribution and 4% employee contribution.</li><li>✓ 25 days holiday plus 8 statutory holidays (pro-rata for part time roles).</li><li>✓ Office closed between Christmas and New Year, and birthday leave.</li><li>✓ Flexible hours and ways of working.</li><li>✓ 50% off health and wellbeing activities up to £1,000 a year.</li><li>✓ Generous maternity, adoption, paternity and shared parental leave and pay.</li><li>✓ Health Shield which covers out of pocket NHS costs and an Employee Assistance Helpline.</li><li>✓ 6 personal development days per annum (pro-rata for fixed term roles).</li></ul>