

# **Executive Assistant**

Recruitment Pack

October 2018

Deadline: Noon on 31 October 2018

**[londoncf.org.uk](http://londoncf.org.uk)**

# About Us

**The London  
Community  
Foundation**

We're passionate about London, its people, its communities and its vitality. But we also know it's a place that can exclude and marginalise. We want to improve the lives of the most disadvantaged, and build a stronger and more vibrant London for everyone.

We believe grassroots organisations hold the key. Charities, social enterprises and groups that spring from the communities they're trying to help often have a deep understanding of the gaps that need filling. Many are set up or run by people who have specialist knowledge from years of living within those communities. They know what works and what doesn't, how to gain trust, meet people's needs and build lasting relationships.

But while there's a lot to gain from grassroots beginnings, community groups can struggle to keep going. Often surviving on the passion of dedicated volunteers, it can be hard to find the time, resources and support they need to grow opportunities. We're here to harness ideas and talents in the community to tackle deep-rooted problems that can't be solved elsewhere.

We do this by advising and directing philanthropists, companies, trusts and public bodies to target investment towards projects that are changing Londoners lives. And we help the people who run them find the funding they need. We spot bright ideas that make a big impact, so we can confidently invest in work that's truly effective.

We also help small, grassroots organisations grow. We strengthen and nurture these groups, as well as supporting them with crucial funding. Whether it's advising on sustainability or streamlining the way they work, we believe in sharing our knowledge to help people improve projects so they make an even greater impact.

You can find our more information about what we do, how we do it, and our team on our website, [londoncf.org.uk](https://londoncf.org.uk).

**[londoncf.org.uk](https://londoncf.org.uk)**

# Job specification

The London Community Foundation is seeking a new member to join its team. We're looking for an enthusiastic and proactive Executive Assistant to join us and provide support to our Senior Management Team, as well as provide office management support. For the right candidate, this is a fantastic opportunity to join a dynamic, changing organisation, where you'll get exposed to the full range of business activity we undertake to achieve our charitable objectives.

For full details of the vacancy, read on through this pack, and if you have any questions, please email [jointheteam@londoncf.org.uk](mailto:jointheteam@londoncf.org.uk) and we'll do our best to get back to you promptly.

Role Name:	Executive Assistant
Reports to:	Director of Finance and Resources (line manager), with indirect reporting to the CEO and other members of SMT
Role Purpose:	To support the CEO and Senior Management Team, and provide governance support to the Company Secretary and Trustees. To support the wider team with administrative tasks, including shared responsibility for answering calls and welcoming guests. To manage LCF's office facilities, liaising with our landlord and their agent, as well as our tenant(s). Transaction level support to the finance function. Administration of People and Payroll issues.
Contract:	Full time (35 hours per week, 9-5 Monday to Friday), permanent (subject to satisfactory probation period).  Please note that the post-holder will be expected to attend board and sub-committee meetings which normally take place on weekday evenings. This is not expected to be more than 3 or 4 evenings per quarter.
Salary Range:	£25,000 to £30,000 per annum depending on experience
Other key benefits:	Defined contribution pension, with employer contributions doubling the employee's up to 10%; 25 days annual leave (plus bank holidays); season ticket loans; childcare vouchers
Application Deadline:	Noon on Wednesday 31 October 2018 (we reserve the right to close vacancies early depending on levels of interest).
Planned interview date(s):	Expected to be 8 or 9 November

## Key Deliverables

- Executive support to the CEO and SMT, including diary management
- Provide ongoing coordination and support LCF's organisational projects
- Governance support to the Company Secretary and Trustees, including taking minutes at formal trustee meetings.
- Management of LCF's offices, including (but not limited to) maintaining office supplies, liaising with our landlord and their agent, managing office maintenance and repairs, office security
- Management of room hire for external guests, and for formal internal meetings and training
- Responsibility for Health and safety of staff and of the office environment
- Administration of the People (HR) function, including updating our outsourced payroll function of any changes
- Entering and coding supplier invoices, and obtaining the necessary approvals for payment
- Assistance with managing LCF's IT systems, for example organising the setup of new users
- Any other tasks required from time-to-time which are commensurate with the role

Some tasks, for example trustee meetings, may take place outside normal working hours. The post-holder will need to be flexible and able to attend these meetings, though LCF will always give as much notice as possible and allow for time to be taken in lieu.

# About You

You will be an enthusiastic and proactive person with the ability to manage competing priorities and the needs of multiple managers. You will be somebody who thrives in a busy and challenging yet supportive environment, who enjoys a varied workload and likes to get stuck in.

You will play a vital role for the senior management team (SMT) providing administrative support, as well as supporting cross-organisation projects. This will give the successful candidate a chance to have a direct personal impact in the success of our strategy to modernise our operations and processes.

As the role is part of a small team, you will be exposed to a broad range of functions, including finance, People (HR), IT, and office management. Whilst relevant experience is an advantage, we're not looking for extensive experience in these areas. Rather, it's essential that you're willing to learn and to try your hand at a broad range of tasks. You'll also get exposure to our grantmaking and business development functions, as well as providing direct support to our CEO.

As such, this is an opportunity for somebody with a broad skillset, perhaps looking to take their first step into the charity and not for profit sector, or somebody looking for a rewarding role where they can see the impact they're having on the organisation. Whatever your professional background, what's most important is that you bring enthusiasm and an open mind, as well as a positive can-do attitude. Your commitment to the objectives of the organisation is more important than where you've worked previously.

## Person Specification

- Experience of managing multiple deadlines or projects at the same time
- Ability to manage competing priorities and to manage upwards
- Office management experience
- Experience of some or all of the following functions (desirable):
  - Finance and Payroll
  - IT
  - People/HR
- A positive attitude and openness to new ideas, combined with a willingness to challenge the status quo
- Ability to process information accurately, write clear reports and work to deadlines.
- A demonstrable interest in London's civil society and a commitment to the aims and objectives of the London Community Foundation, with a drive to help the organisation success.
- Proficiency with IT and computer-based information systems, including CRM systems (Knowledge of Salesforce an advantage)
- Self-starter and team player

# How to Apply

We're committed to a fair recruitment process that ensures we hire the best talent regardless of a candidate's personal background. This aligns with our values, but we also believe that by removing the barriers put up by more traditional recruitment methods, we'll recruit and retain the best talent.

We have therefore partnered with Applied, a recruitment platform that helps us to remove elements of bias from the selection process. To apply for the role, please click the link below:

<https://app.beapplied.com/apply/skioelxlg>

## Privacy

Note that by completing this application, you will be providing personal information to LCF and to its partner Applied. We only collect data necessary to process and assess your application and will not share it with other third parties unless it is with your permission (for example, in gathering references). Applied will ask you to provide a set sensitive data which will not in any way be used as part of the assessment process, but rather this is used by Applied to help us ensure we're attracting a diverse talent pool. It will only ever be shared with us in an aggregated, anonymous way. You can read [our privacy policy on our website](#), and [Applied's policy on their website](#).

## Selection process

Applications will be reviewed against the criteria set out in this recruitment pack, with the candidates with the best applications invited to interview. The planned interview date is set out at the start of this pack.

The interview will contain a mixture of values and competency-based questions designed to test both your ability to fulfil the role, and your commitment to the aims and values of the London Community Foundation. If there are any additional requirements for the interview, you will be notified at the point at which you're invited to attend. For some roles, there may be additional interview stages, and we'll let you know if that's the case.

Unfortunately, we will be unable to provide feedback on applications from unsuccessful candidates, but we will try to provide at least general feedback to candidates who are shortlisted for interview. We reserve the right to close the vacancy early depending on the volume of applications, so please apply as soon as possible.

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