



## Job Description

<b>Job Title:</b>	Executive & Team Assistant
<b>Reporting To:</b>	UK HR Lead
<b>Contract Type:</b>	Permanent, Part Time
<b>Location:</b>	Remote with monthly office visits (minimum 2 days/month, with flexibility to increase as needed)
<b>Salary:</b>	£28,000 – £32,000 per annum (FTE – actual salary will be pro rata based on hours worked)
<b>Working Hours:</b>	Up to 25 hours per week over 4 days per week - This role occasionally requires flexible start and finish times.

### Purpose of the role

To provide high-level executive support to the CEO and the Senior Leadership Team ensuring efficient diary, travel, and meeting management. To ensure the smooth day-to-day operations of the Justice and Care UK office, including office management, event coordination, volunteer and work experience placement coordination, contributing to a positive and effective working environment.

### Key Relationships

- CEO
- Senior Leadership Team
- Board Members
- Internal Teams across departments
- Office landlord
- Office suppliers and contractors
- Volunteers and work experience participants
- External stakeholders

### Position in the organisation

Reporting to the UK HR Lead

Providing EA support to the CEO and the Executive Team

Providing administrative to teams across the organisation.

### Main responsibilities

Your key responsibilities include, but are not necessarily limited to:

#### Executive Assistant

- Manage the CEO's high-volume diary and provide ad hoc diary support to other senior leaders.

- Organise travel arrangements and accommodation for the CEO and other members of the Team.
- Prepare for meetings, take minutes/actions, and coordinate Board meetings, including scheduling and circulation of reports.
- Manage the CEO's expenses.

#### **Office Management**

- Oversee office supplies, deliveries, equipment procurement, and facilities maintenance.
- Liaise with suppliers, brokers, and office landlord to maintain smooth office operations.
- Coordinate onboarding logistics for new starters, including desk setup (if required) and equipment allocation.
- Lead on planning and logistics for SLT offsites and board meetings, including venue booking, travel coordination, catering, and agenda preparation.
- Manage internal booking systems for meeting rooms.

#### **Team Events and Travel Management**

- Organise internal events such as staff away days, festivities, parties, including budget management, venue booking, etc...
- Coordinating travel arrangements and detailed itineraries for visitors, liaising with hosts to ensure a smooth and well-organised visit.

#### **Team Administration/Point of Contact**

- Manage video conferencing and team calendar events.
- Maintain relationships with IT contractors and manage IT equipment procurement and repairs.
- Provide coordination support for volunteers and work experience placements.
- Serve as first point of contact for external enquiries, managing shared email inboxes (e.g., hello@), phone lines
- Take minutes/actions for key internal meetings.
- Coordinate the UK corporate calendar, scheduling and maintaining oversight of key internal and external meetings, events, and reporting timelines.

Undertake any other reasonable duties as requested by the UK HR Lead or CEO to support the smooth running of the organisation.

## Person Specification

	ESSENTIAL	DESIRABLE
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience supporting senior executives in a busy or non-profit environment.</li> <li>• Experience managing complex diaries, travel arrangements, and meetings.</li> <li>• Office management experience including facilities oversight and vendor relationships.</li> <li>• Experience organising internal events and team activities.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in the charity or social justice sector.</li> <li>• Experience liaising with Boards and senior stakeholders.</li> <li>• Experience coordinating volunteers or work experience placements.</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent organisational skills with strong attention to detail.</li> <li>• Effective verbal and written communication skills.</li> <li>• Ability to work independently and prioritise work efficiently.</li> <li>• Proficient with Microsoft Office, calendar management, and video conferencing tools.</li> </ul>	<ul style="list-style-type: none"> <li>• Basic financial skills such as expense tracking and budget monitoring.</li> <li>• Familiarity with IT systems and procurement processes.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Discreet and trustworthy, with the ability to handle sensitive and confidential information appropriately.</li> <li>• Proactive and solution-focused, with a willingness to take initiative and anticipate needs.</li> <li>• Calm and professional under pressure, with a proven ability to manage competing priorities and tight deadlines while maintaining a high level of accuracy.</li> <li>• Flexible and adaptable, comfortable working in a fast-paced, mission-driven environment with shifting demands.</li> <li>• Highly dependable and responsive, with a strong sense of responsibility and commitment to supporting others.</li> <li>• Strong alignment with the values and mission of Justice and Care, and a desire to contribute meaningfully to the organisation's impact.</li> <li>• Positive and approachable, contributing to a collaborative and supportive team culture.</li> </ul>	
<b>Other Comments</b>	This role is subject to a Basic DBS Check	