



Executive assistant to the chief executive and leadership team

Job description and organisational overview



Job overview

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| Post: | Executive Assistant to the Chief Executive and Leadership Team – a full-time role reporting to the Chief Philanthropy Officer |
| Location: | 1 Lamb's Passage, London, EC1Y 8AB |
| Salary: | £27k – 30k (depending upon experience) |
| Closing date: | Wednesday 19 th August 2020. (Interviews 1 st , 2 nd and 3 rd September 2020). |

Background

In the autumn of 1906, eleven men gathered around a table to witness the birth of the United Kingdom Evangelization Trust (UKET). Progressive for its time, UKET's primary function was to hold in trust, resources generously given by its members, for Christian based philanthropy.

Fast forward 114 years and Stewardship remains a progressive pioneer of generosity; receiving, investing and releasing around £100million of charitable giving each year. Having undergone radical growth through numerous mergers, Stewardship is now among the top 10 faith based charities in England and Wales (by income).

In recent times, Stewardship has started a journey of transformation; from a traditional transactional service provider, to an innovative and technically-orientated professional services company. Our portfolio of services is now both specialist and diverse, and includes online charitable giving accounts, payroll, mortgages and deposits, account examination, educational resources, digital marketing campaigns (such as the award winning www.40acts.org.uk) and support programmes for full time Christian workers (FTCW).

We are now recruiting an Executive Assistant reporting to the CEO and Leadership Team, your role will focus on providing first class support to the Chief Executive and Leadership Team, as well as Board of Trustees.



Mission, vision and values

Our vision is for the world to encounter Jesus through the generosity of His church.

Our mission is **transforming generosity**:

We make giving easy and help over 33,000 individuals to give around £100 million each year, to our database of over 19,000 charitable causes. We help people organise all of their charitable giving from the first gift to the last, any amount at any age, using their Stewardship giving account. We are also a Payroll Giving agent and our online fundraising website, give.net, helps hundreds of causes raise more money each year.

We inspire greater generosity from the Christian community too, through our wealth of resources, courses and campaigns for individuals and churches alike. We challenge and provoke the church to teach more effectively on generosity. Our own generosity campaigns and resources, including the award-winning 40acts, attract thousands each year.

We strengthen Christian causes too, by offering practical, tailored financial and legal support to help Churches and Christian charities to transform the world. We offer a range of professional, legal and financial support services to churches, charities and individuals.

At our core, as believers in Jesus Christ, are the biblical values of:

Generosity

Integrity

Relationship

Excellence

IMPORTANT - Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.



Job description

Overview

The Executive Assistant role is a key support to Stewardship's CEO and five person leadership team by assisting the leadership team and trustees operate effectively in their leadership, governance and external promotion of Stewardship and its charitable objectives.

The role will involve organising and coordinating the team's schedule by organising key external and internal meetings, administrative support to the senior team as well as communicating with key stakeholders on behalf of both the CEO and Leadership Team.

A key part of the role will also be acting as the focal point for the Chair and other non-executive trustees in their support for Stewardship.

The role requires a proactive team player who engages with and supports the work of the leadership of the organisation. Someone who can balance the need to use their own initiative while taking direction from a variety of senior staff to deliver the best outcomes for the organisation.

If you like working in a dynamic fast moving Christian team, dealing with all varieties of people and moving effortlessly from basic administration to organising complex and sensitive events this role is perfect.

Main responsibilities and duties include, but will not be limited to:

- proactively manage the CEO's complex and varied diary focused on external relationships and provide similar diary and administrative support to the Leadership Team when necessary; coordinate domestic and overseas travel for the CEO and Leadership Team;
- act as the key contact point for the CEO and Leadership Team, handling correspondence and external enquiries and responding on their behalf, and assisting in preparing and managing communications to the wider staff team, Trustees or key clients, where appropriate;
- Be the point of contact for the chair and trustees including organising the Stewardship Trustee Council and its committees on a quarterly cycle (including two further boards: Lamb's Passage Holdings and Stewardship America). This includes: coordinating attendance, distributing papers, undertaking some Company Secretary duties and writing the minutes of the meetings. Less regular duties include updating the Trustee Handbook, coordinating any Trustee recruitment processes and organising the annual trustee retreat.
- prepare agendas, papers, and presentations for key internal meetings, including monthly Extended Leadership Team, quarterly All Staff meetings and an annual staff retreat;
- carry out special projects for the CEO and Leadership Team, to help achieve the strategic goals of the organisation;
- Occasionally provide additional support to the Reception & Hospitality Team when required.



Person specification

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- You must have excellent verbal communication skills including the ability to communicate credibly with key clients, Stewardship's Leadership Team and the Board of Trustees.
- You must be able to compose and communicate clearly and effectively in written correspondence.
- You will have strong administrative and organisational skills with the ability to effectively manage a number of concurrent projects and prioritise workload to meet challenging deadlines.
- You will possess excellent social skills and be able to effectively engage with key stakeholders to ensure their co-operation to achieve the best possible outcome.
- You will be committed to delivering a highly responsive service to our clients.
- You will be a practicing Christian and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement. You should also be able to demonstrate enthusiasm for the Christian purposes of the organisation and a readiness to support and contribute to its ethos.
- You will be able to maintain the strictest confidence, especially when dealing with sensitive or confidential information.
- You must enjoy working as part of a team and also recognise individual responsibility to contribute to the performance and success of the team. There should also be an understanding of the needs of others and a willingness to help and adopt a flexible approach.
- You must be comfortable taking initiative and, where appropriate, to take decisions without reference to the CEO or Leadership Team.
- You need to be an enthusiastic problem solver with a 'can do' attitude.



Your Experience

We are believers in investing in talent and potential; however, for the best chance of success, experience in most of the following will stand you in good stead:

- You will have a track record as a talented organiser and administrator
- You will have experience of managing multiple small projects from start to finish;
- You should have good IT skills including the ability to use Microsoft Outlook, Word, Excel and PowerPoint to an advanced level.



Working for us

Working hours

This is a full-time post. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work on a flexi-time basis between 8.30am and 6pm in accordance with the needs of the organisation.

Annual leave

27 days

Company benefits

Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary, into a group personal pension scheme (applicable after 3 months service). A salary sacrifice scheme for personal contributions is also available.

Other benefits are available including childcare vouchers, subsidised gym membership, a matching scheme for charitable giving, and we always remain open to ways we can look after staff and create an environment where people want to work.

More details on staff benefits can be found at <https://www.stewardship.org.uk/about-us/working-for-us>.



Application process

Please complete your application online by visiting www.stewardship.org.uk/jobs and clicking on the link by the relevant job vacancy.

You will need to provide a copy of your C.V, along with a covering letter that demonstrates what you would bring to the role, the organisation, and how you fulfil the occupational requirement.

For further information, please contact Kofo Abidemi, HR Administrator

Address: 1 Lamb's Passage, London EC1Y 8AB

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk