



## **JOB DESCRIPTION**

### **EXECUTIVE ASSISTANT TO THE DIRECTOR**

<b>Role Description:</b>	Executive Assistant
<b>Contract hours:</b>	28 hours a week (12 months contract)
<b>Location:</b>	London (2 days London weighted and 2 days remote home working)
<b>Reporting to:</b>	Director

*This post is restricted to female applicants only under Section 9 of the Equality Act 2010.*

#### **PURPOSE OF THE ORGANISATION**

- a) Ending sexual exploitation and violence towards women involved in prostitution.
- b) Recognising the barriers to exit and providing women involved in prostitution with direct support, enabling fresh choices to overcome these.
- c) Shifting the burden of the current law in England and Wales by influencing policy, practice and public discourse in the UK, alongside survivors regarding prostitution.

#### **JOB PURPOSE:**

Streetlight UK is a small but growing charity. We are looking for an enthusiast and experienced **Executive Assistant** to provide a comprehensive organisational and administrative support for the Director. Someone who thrives in a busy and varying role, who is calm under pressure, with a strong ability to prioritise the Directors workload whilst managing and completing multiple tasks to deadlines. To do this role effectively you should have a detailed understanding of the full Microsoft Office suite, be extremely fast at solving problems and have experience as an executive or administration assistant in the past. This role also incorporates supporting the Director in the development of Streetlight UK's communications and I.T.

#### **MAIN RESPONSIBILITIES:**

1. To provide support to the Director in delivering Streetlight UK's overall strategic objectives.
2. To provide administrative support to the Director in the leadership and management of the organisation, including diary management, booking meetings, planning events, organising travel and correspondence and prioritising emails for the Director.
3. To work closely with the Director and Trustee Board through regular correspondence, arrange meetings and prepare briefing materials for the Director.
4. To ensure all correspondence and relevant materials are produced in a timely and accurate manner.
5. To act as a first point of contact for the Director, dealing with phone calls, voicemail messages and opening, sorting and distributing incoming faxes, emails, and other correspondence.
6. To coordinate departmental reports and documentation for the Board of Trustees meetings and other meetings with outside partners.



7. To coordinate, attend and take minutes for the Directors meetings and any other relevant meetings. To follow up on action points from meetings on behalf of the Director.

8. To support the Director in overseeing the Communications Intern(s) in the production and development of Streetlight UK regular news updates, publicity materials, Social Media, Website development and content.
9. To support the Director in overseeing the Research Intern(s) in conducting research/analysis and in producing reports as directed by the Director when required.
10. Performing office duties that include ordering office supplies, outreach resources and managing Invoices and London petty cash float.
11. Maintaining all financial records, including Management Accounts, cash flow projections, grant funding sources, staff PAYE and reconciling bank statements.

#### **OTHER RESPONSIBILITIES:**

1. To comply with all policies, procedures, legal and regulatory requirements.
2. To be available to accompany the Director to the Sussex/Surrey and London office and any partner meetings when needed.
3. The flexibility to work out of hours on occasion, as necessary to fulfil the requirements of the role and meet the organisation's needs.
4. To be responsible for health and safety in the area of your control and ensure that you are familiar with Streetlight UK's health and safety policy.
5. To respect the unique contribution of every individual and work positively in an equal opportunity and diverse environment.
6. The post holder may be required to apply for a disclosure check.
7. Any other duties commensurate with the accountabilities of the post.

#### **PERSON SPECIFICATION:**

##### **1. QUALIFICATIONS**

- Educated to degree level or equivalent (Essential)

##### **2. EXPERIENCE**

- Proven experience as an executive assistant or other relevant administrative support experience. (Essential)
- Demonstrable experience of providing excellent customer service (Essential)
- Experience of communicating and organising with a variety of staff (Essential)
- Experience of working in the UK charity sector (Desirable).
- Knowledge of issues for vulnerable adults such as those involved in prostitution (Desirable).

##### **3. SKILLS, KNOWLEDGE AND EXPERTISE**

1. The ability to work in a fast paced, changing environment and to prioritise work load accordingly to meet deadlines.
2. Excellent administrative and IT skills, including in depth knowledge of Microsoft Office packages: Word, PowerPoint, Excel, Outlook, MailChimp, WordPress and databases.
3. Excellent personal organisational skills with the ability to prioritise and to work to and meet daily priorities and deadlines.
4. Good interpersonal skills with the ability to communicate and work effectively across teams and with a variety of people both inside and outside the organisation.
5. Excellent oral and written communication skills.
6. Professional level of accuracy in all work with excellent attention to detail and excellent written English and excellent numeracy skills.
7. A proactive approach to problem-solving with strong decision-making skills.
8. Demonstrable ability to work independently.
9. Excellent customer service skills with a proven ability to respond positively and proactively to colleagues and external contacts.
10. Ability to handle confidential and sensitive material.
11. Ability to produce minutes of meetings and draft/edit written documents and correspondence independently.

#### **DESIRABLE**

1. An understanding of the Parliamentary and Political arena.
2. Understanding of reputation management.
3. A knowledge and understanding of Lamplight or similar CRM system.
4. A knowledge and understanding of Grant Funders.
5. Ability to retrieve information from relevant sources through research.
6. An understanding of how statutory bodies such as the police and local authorities operate.