



JOB DESCRIPTION

EXECUTIVE ASSISTANT TO THE CEO

Role Description:	Executive Assistant
Contract hours:	28 hours a week (12 months contract)
Location:	London Bridge Office (2 days Office based and 2 days remotely)
Reporting to:	CEO
Salary:	£25,116 - £27,300 fte – depending on experience.

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 growing charity, delivering a specialist support service for women involved in prostitution across Sussex, Surrey and London. We are a passionate, enthusiastic and dedicated team of women who are determined to see sexual exploitation and violence end for women.

Streetlight UK is a growing charity. We are looking for a competent and experienced **Executive Assistant** to provide a comprehensive organisational and administrative support for the CEO. Someone who thrives in a busy and varying role, who is calm under pressure, with a strong ability to prioritise the CEO's 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 administrator in the past. This role also incorporates supporting the CEO in the development of Streetlight UK's communications and I.T.

MAIN RESPONSIBILITIES:

1. To provide support to the CEO in delivering Streetlight UK's overall strategic objectives.
2. To provide administrative support to the CEO in the leadership and management of the organisation, including diary management, booking meetings, planning events, organising travel and correspondence and prioritising and answering emails on behalf of the CEO.
3. To work closely with the CEO and Trustee Board through regular correspondence, arrange committee meetings and prepare briefing materials for the CEO.
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 CEO, 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/notes for the CEO meetings and any other relevant meetings and to follow up on action points from meetings on behalf of the CEO.
8. To support the CEO in overseeing the Communications Intern(s) and assistant in the production and development of Streetlight UK regular news updates, publicity materials, Social Media, Website development and content.
9. Supporting the CEO in managing the finance assistant in maintaining all financial records, including budgets, cash flow projections, grant funding sources and staff PAYE.
10. Performing office duties that include ordering office supplies, outreach resources and managing payment of Invoices and staff salaries monthly with our external payroll accountant.

TEAM WORKING

- 1) Invest in the team and work collaboratively with all staff.
- 2) Attend staff meetings with the CEO, Operations Manager and other staff as directed by the CEO.
- 3) Attend the Quarterly team training days (in London and Sussex) and any other training provided.
- 4) Work safely and considerately in Streetlight UK's office.
- 5) From time to time the contract worker may be required to perform other duties commensurate with their role and abilities, as reasonably required, to facilitate the smooth running of the charity.

DATA MANAGEMENT

- 1) Responsible for recording and entering all relevant CEO partner meeting recording forms onto the Streetlight UK remote access management filing system and Lamplight Data Management systems.
- 2) Contributing towards data collection and impact recording (via Performance, Outgoings and Monitoring (POM) Form and assist the CEO in providing data for reports to trustees and other funders.

SUPERVISION

- 1) Commit to supervision and performance management sessions with your line manager and to external supervision where appropriate.
- 2) Commit to a good working relationship with the whole Streetlight UK team (based in London and Sussex) supporting the healthiness of the wider team.

OTHER RESPONSIBILITIES:

1. To comply with all policies, procedures, legal and regulatory requirements.
2. To be available to accompany the CEO 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

ESSENTIAL

1. Excellent personal organisational skills.
2. The ability to work in a fast paced, changing environment and to prioritise workloads accordingly to meet deadlines.
3. Excellent administrative and IT skills, including in depth knowledge of Microsoft Office packages: Word, PowerPoint, Excel, Outlook, MailChimp, WordPress and databases.
4. Strong interpersonal skills with the ability to communicate and work effectively across teams and with a variety of professionals, both internally and externally.
5. Excellent oral and written communication skills.
6. Professional level of accuracy in all work, with a high attention to detail and excellent written English and numeracy skills.
7. A proactive approach to problem-solving with strong decision-making skills.
8. Demonstrable ability to work independently.
9. Ability to manage confidential and sensitive material professionally.

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.