

Rape Crisis England & Wales (RCEW) Executive Assistant – Job Description

Hours:	15-22.5 hours per week; to be worked over a minimum of 3 days
Salary:	£26,250 per annum (pro rata), plus 3% pension contribution
Annual leave entitlement:	25 days per annum (increasing up to 30 with length of service) plus statutory Bank Holidays (pro rata)
Nature of contract:	Permanent, subject to funding
Reports to:	Chief Executive Officer
Location:	Flexible (homeworking), with occasional travel across England & Wales required

**We require the post holder to be female -Genuine Occupational Requirement (GOR), Schedule 9 (Work; Exceptions), Part 1 (Occupational Requirements), of the Equality Act (2010) applies. RCEW and local Rape Crisis Centres provide a women-only safe space in which women and children who have experienced sexual violence and abuse are supported and can access services.*

MAIN PURPOSE OF THE POST:

The Executive Assistant provides efficient administrative and general support to the CEO and Senior Management Team to assist them in fulfilling their roles effectively. They act as a PA to the CEO – managing diaries, coordinating meetings, handling correspondence and arranging travel and accommodation as required – and are a central point of contact for the Board of Trustees.

The Executive Assistant supports other members of the Senior Management Team to manage HR, finance and governance systems and processes of the organisation, maintaining strict confidentiality when handling sensitive material. The Executive Assistant also works alongside other staff across the organisation to help with coordinating meetings, away days and events and ensure the effective administration of the organisation's activities.

Summary of Main Responsibilities:

- Provide efficient administrative and general support to the Senior Management team to assist them in fulfilling their roles effectively
- Manage the CEO's diary and arrange the smooth running of their schedule, including prioritising appointments and forward planning

- Handle calls and emails on behalf of the CEO, prioritising correspondence and responding as appropriate
- Arrange internal and external meetings, keeping relevant event management tools up to date and preparing papers, rooms (or online meeting arrangements) and hospitality
- Organise travel and accommodation arrangements for the staff team, trustee Board and others as required
- Attend and take notes at meetings, including Board meetings, sub-committees, senior management team meetings, and external meetings as required
- Coordinate Board meetings & sub-groups, including collating & circulating papers, coordinating logistics and meeting spaces (in person or online)
- Assisting the Head of Membership and Operations with any finance and HR related tasks as required
- Maintain accurate records of all engagement with stakeholders (both internal and external), in line with RCEW policy and procedures (with particular reference to confidentiality, privacy and GDPR)

General responsibilities:

- Adhere to - and contribute to the promotion and further cultivation of - RCEW's values, ethos, aims and objectives in all aspects of work.
- Attend and participate in individual supervision, staff meetings and training / continuing professional development opportunities as appropriate and required.
- Comply with all RCEW policies and procedures.

This list is indicative only, not exhaustive. It is intended to reflect a range of duties the post-holder will be expected to perform but additional duties commensurate with the role may be required. The job description will be reviewed from time to time and may change in light of experience and changing circumstances, in consultation with the post-holder.

Expectations of a RCEW employee

1. RCEW employees see the bigger picture. They have a broad knowledge and understanding of the wider political context in which they are working and of the diversity of member Rape Crisis Centres (RCCs)
2. RCEW employees prioritise the good of the organisation, of the Rape Crisis movement as a whole and of women and girls who have experienced sexual violence, actively promoting RCEW values in all aspects of their work
3. RCEW employees are adaptable. They are responsive to the changing needs of the organisation and of the RCEW membership and as such contribute support to funding applications
4. RCEW employees communicate openly and honestly. They are professional and approachable and make efforts to understand the viewpoints of others
5. RCEW employees multi-skill. They actively seek out training and development to enable them to take on a range of roles and tasks
6. RCEW employees take responsibility for their own work and share responsibility for the work of the organisation as a whole. They are self-motivated, can self-manage, and are enthusiastic about problem-solving and driving forward RCEW's aims and objectives as an equal and valued member of a team
7. RCEW employees are solution-focused and have a 'can do' attitude. They understand there will be tough times and problems. They don't seek to blame others but take responsibility for what they can do to be part of the solution.

Executive Assistant - Person specification

	Essential	Desirable
Female post holder*	X	
Knowledge, skills and experience		
Experience of working as an Executive Assistant / Personal Assistant [or demonstrable experience in a similar role]	X	
Well-developed communication and interpersonal skills with the ability to work effectively in a broad range of contexts and build rapport with diverse individuals and groups	X	
Excellent organisational, time management and planning skills, that ensure work is effectively prioritised to meet deadlines	X	
Experience of working with confidential and sensitive information	X	
Excellent IT competency and understanding of GDPR – including willingness to undertake training in order to use our CRM system (Salesforce)	X	
Experience of preparing for and acting as secretary in board meetings	X	
Experience of working within the not-for-profit sector, ideally within specialist sexual violence or violence against women and girls' services (on a paid or unpaid basis)		X
Experience of using or as an admin of Salesforce (or comparable CRM system)		X
Knowledge and experience of charity governance good practice		X
Personal attributes		
Commitment to the vision, mission, aims and values of RCEW	X	
Flexible and adaptable approach, with a willingness to change priorities accordingly	X	
A “can do”, positive attitude	X	
Self-motivated, with the ability to prioritise own workload	X	
Commitment to, and evidence of, continued personal and professional development; willingness to take up relevant training and development opportunities	X	
Other requirements		
An up-to-date DBS Certificate or willingness to complete a DBS check	X	