

# Executive Assistant

November 2023



**Thank you for your interest in working for Right to Succeed. We are excited to be recruiting for an Executive Assistant to build on the great work the charity is already doing, and to help us achieve more.**

Right to Succeed supports communities in areas of high deprivation to work collectively to give children and young people the best start in life. We do this because we believe every child deserves the right to succeed, no matter where they live.



### **Working for Right to Succeed**

We're looking for people to join our team who are committed to supporting communities to improve outcomes for their children and young people. We offer the following benefits to all employees:

#### **Recognition for the work you do**

We offer a competitive salary and benefits package that is benchmarked against similar roles in the industry. This includes access to healthcare and enrolment into a pension scheme with employer contribution.

#### **A work-life balance that works for you**

We offer flexible working arrangements and offer a hybrid working arrangement to all employees to ensure we can attract the best people to the job, whatever their situation and wherever they live.

#### **Commitment to professional development**

We invest in our people by offering learning and development opportunities and career progression through the organisation.

#### **Opportunities to impact the lives of children and young people**

We believe that all roles at Right to Succeed contribute to improving the lives of children and young people, whether you work in direct programme delivery or part of a central team.

**Join us and harness the power of the collective to improve the future for children and young people.**



Graeme Duncan, Chief Executive

## Job Details

<b>Title:</b>	Executive Assistant
<b>Reports to:</b>	HR Director
<b>Direct Reports</b>	None
<b>Contract type:</b>	Permanent
<b>Hours:</b>	37.5 hours per week Monday- Friday (Part time 4 days per week 30hrs considered)
<b>Location:</b>	Manchester/Liverpool- travel to meetings across the UK may also be required.
<b>Salary:</b>	Grade 4 - £29,965.95(5% pension, Medicash and group life assurance)

## Role Summary

This role is responsible for providing smooth and efficient support to the CEO, Leadership Team and Trustees to enable their focus to remain on the growth and sustainability of Right to Succeed.

You must be organised, system-orientated, and able to react efficiently to change and multitasking. The ideal candidate will also possess outstanding communications skills necessary to liaise with a varied audience and experience of managing charity governance requirements.

## Key Objectives of the Job

Working closely with the Chief Executive, Senior Executive, Leadership Team and Board of Trustees this person will:

1. Manage the Chief Executives diary (and other members of the Senior Executive team and Trustees as required)
2. Coordinate all governance related activity including, but not limited to Senior Executive, Leadership Team and Trustee Board and sub committee meetings, ensuring agenda and papers are of the highest quality and sent out in good time
3. Support the Chief Executive, Senior Executive Team and Board of Trustees with all key administrative and governance tasks to ensure that the Charity is fully compliant with the Charity Commission guidelines
4. Coordinate and Organise all team away days
5. Minute all Senior Executive, Leadership and Trustee board and sub-committee meetings, ; and team away days; and actively manage follow through of actions proposed via the creation of internal dashboards to monitor progress against organisational goals.
6. Booking travel, and accommodation for Chief Executive, Senior Executive, Leadership Team and Trustees and venues for staff partner meetings and/or team day sessions as required

7. Provide administrative support to the Chief Executive and Senior Executive on all aspects of their work including preparation of quarterly deep dives for Board Meetings, Presentations, Research and ad hoc projects.
8. Serve as the primary point of contact for the company's governance engagement efforts, including coordinating with the board of Trustees, and stakeholders
9. Manage the main Right to Succeed phone line and email account, ensuring that queries are identified and responded to in an efficient manner.
10. Manage the network of RTS offices, contracts, and relationships with office providers
11. Be responsible for organising and maintaining key internal systems with offices, liaising with the landlords on maintenance, room bookings, catering and processing incoming and outgoing correspondence
12. Providing occasional administrative, coordination support to programme teams when required for external partner or community events

### Person Specification

#### Experience required

- Previous experience in a similar role in the third or similar sector.
- Experience of taking high quality minutes in formal meetings and producing associated action registers.
- Experience of arranging meetings, managing calendars, supporting the tracking of organisational progress and arranging travel for senior staff.
- Experience of charity governance and supporting organisations compliance with the Charity Commission

#### Skills

- Proven organisational, prioritisation, and planning skills with the ability to meet deadlines.
- Ability to take high quality minutes at a variety of meetings, clearly, concisely and efficiently.
- A strong knowledge of standard software packages and the ability to learn company-specific software if required
- Excellent ICT skills, confident with using new pieces of software/online tools and the ability to develop dashboard reporting to support the Board of Trustees and Senior Leadership Team, to support internal progress tracking
- Excellent communication skills both written and verbal with the ability to build relationships with a wide variety of both internal and external stakeholders.
- Confidentiality, discretion and sensitivity whilst carrying out all aspects of the role.

## Qualifications and knowledge

- Understanding and/or lived experience of the issues facing the communities affected by deprivation (desirable)
- A working knowledge of education, community-development, youth work, place-based change
- Administrative/IT qualifications - experience as an Executive Assistant, Personal Assistant or similar role.

<b><i>Our Values</i></b>	<b><i>Key Competency 1</i></b>	<b><i>Key Competency 2</i></b>
<b><i>Commitment</i></b>	<i>Deliver excellent services to our schools and partners</i>	<i>Work as part of a team committed to delivering a mission</i>
<b><i>Integrity</i></b>	<i>Uphold principles and values</i>	<i>Follow through on responsibilities</i>
<b><i>Humility</i></b>	<i>Approach our work with professional curiosity</i>	<i>Demonstrate learning and the application of your learning</i>
<b><i>Curiosity</i></b>	<i>Willingness to positively question operating norms</i>	<i>Passion for identifying and trialling innovative solutions</i>
<b><i>Collaboration</i></b>	<i>Build effective relationships</i>	<i>Influence and negotiate the conditions to create impact</i>

## Equal Opportunities

Right to Succeed is an Equal Opportunities Employer and is committed to ensuring no candidate or employee receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, religion or belief, sex or sexual orientation.

Diversity and Inclusion is critical to our success and we actively seek to recruit, develop and retain talented people from a diverse candidate pool.

We particularly encourage applications from those candidates with lived experience of the issues our programmes seek to address as we recognise the value this adds to the delivery of our services.

As a Disability Confident employer we would encourage any applicants who need assistance or alternative versions of our recruitment pack to get in touch so that we can help.

We're proud to be an organisation that is aligned to the 'happy to talk flexible working' campaign and will positively consider all applicants who wish to discuss flexible working arrangements.



### Background checks

Due to the nature of the role and the work Right to Succeed carries out we will ask the successful candidate to complete an Enhanced DBS check and any offer of employment will be subject to this background check, along with references from previous employers and checks on their right to work in the UK.

As an equal opportunity employer Right to Succeed does not discriminate against those with criminal records and any information disclosed on the background check will only be considered against the risk that could be posed to our staff members or the recipients of our work, and we comply in principle with the DBS Code of Practice.

### How to Apply

To apply for this position, please send a CV and a supporting statement to [recruit@righttosucceed.org.uk](mailto:recruit@righttosucceed.org.uk) by Midnight on Monday 27th November 2023. Please note that we may close the application window earlier if we find sufficient suitable candidates.

Unfortunately, we can't consider any candidates who do not submit a supporting statement.

Your supporting statement must not exceed one page and should cover your motivation for applying for the role and how your skills and experience meet the criteria outlined in the Person Specification. This is also your opportunity to evidence the written communication skills that will be necessary for the role.

If you need any advice or guidance on what to include in the supporting statement, please contact [recruit@righttosucceed.org.uk](mailto:recruit@righttosucceed.org.uk).

### Timetable

Interviews are planned to be W/C Monday 4th December (or earlier if we receive sufficient suitable candidates), with a start date as soon as possible after that.

These dates may be subject to change.

### Queries

For queries about the role or, for additional information, please contact: [recruit@righttosucceed.org.uk](mailto:recruit@righttosucceed.org.uk)

## About Right to Succeed

### How we work

We bring together residents, professionals and decision-makers to co-design a development programme that is bespoke to the needs of the local community. We call this way of working “place-based change”.

### Why we exist

The wealth of your parents still determines how well you do in education and in your career – we don’t think that’s right. Too many children in the UK are not getting the right start in life, leaving them unable to realise their full potential. We believe that no single organisation can solve this problem on their own, but together we can.

### Our Vision

Strong communities where every child is supported to succeed.

### Our Mission

We work collectively to strengthen communities and systems that enable children and young people to succeed.

### Our Values

Our culture and values underpin the way we work, how we see our relationships and the decisions we make.

## Where we work

### Blackpool

We have supported Blackpool’s implementation of their 10-year education strategy, building on the legacy of the Blackpool Opportunity Area, and focused on enabling children to thrive and achieve their potential in adulthood.

The town-wide priorities are to:

- Improve literacy
- Promote inclusion
- Support development of employability and skills

We have been working in the town for 8 years and alongside our support for the 10-year education strategy, we are currently working with leaders and schools on two programmes:

- [Pathways for All](#) - supporting the town’s most vulnerable school leavers into post-16 education, employment or training
- [Youth Futures Foundation Discovery project](#) - focused on developing a collective, locally-led, evidence-informed approach to NEET systems change across the town

### Liverpool City Region

We work in North Birkenhead, Wirral on a place-based change programme called [Cradle to Career](#), which puts the community at the heart of decision making for its children and young people. Cradle to Career is now into its 4th year of delivery and due to its success, the Combined Authority has pledged

funding to help us launch five new place-based change programmes across the region.

Delivery started in [Knowsley](#) and [Halton](#) in 2023, with further Discovery also starting in [Sefton](#) and [St Helens](#). The Discovery in [Liverpool](#) is due to start in 2024.

## **Great Yarmouth**

We are currently delivering a place-based change programme in [Central Great Yarmouth](#), Norfolk that aims to reduce youth violence and crime among children and young people by focusing on preventative measures including:

- Youth Offer
- Literacy
- Education Employment and Training

## **Rochdale**

In September 2023, following a year-long Discovery process for a [new collaborative project to improve inclusion](#), working collaboratively with the Council, DfE, EEF, local primary, secondary and special schools we started a Delivery Project focusing on Literacy and Inclusion across the borough.

## **Tameside**

In September 2023, we began a Discovery process working collectively with the Council, DfE, EEF, local secondary school sector focusing on raising Literacy standards across the area.