

Operations & Executive Assistant

Hours: Part-Time, 22.5 hours a week

Salary: £21,158 (Pro Rata)

Location: Croydon, London

Job description

We are looking for a well-organised and flexible administrator who would enjoy being part of a small, passionate team to provide support across the organisation. This busy and varied role will give you an insight into all our programmes and core business areas.

About Us

We're a youth development and empowerment organisation set up to work with communities to engage, inspire and educate young people with a central commitment to empower the youth for constructive engagement and empowerment for a sustainable future. We work closely with partners to develop and deliver programmes for young people; our vision is for a world where all young people achieve their full potential and shape the future with power and confidence.

About You

You will be supporting a busy and dynamic Chief Executive by assisting with governance and administrative tasks. This job will suit someone who is enthusiastic and energetic, and who is able to manage competing priorities calmly and effectively. This postholder will have to represent the chief executive internally and externally, so will have excellent communication, interpersonal and organisational skills.

You will be confident in prioritising your own workload and working to deadlines in a fast-paced environment. Previous experience of working as a team administrator or undertaking secretarial duties would be an advantage.

Responsibilities

The Operations & Executive Assistant plays a key role in the day-to-day operations of the organisation and is involved in all aspects of running it. The role includes general office administration, as well as assisting with operations and programmes management, as required, including:

- Supporting day-to-day communications by monitoring inboxes and responding to queries as appropriate
- Coordinating face to face and virtual meetings; preparing agendas and papers; taking and circulating minutes and following up actions
- Plan, organise and manage programmes with the team
- Help promote and build potential leads e.g. schools and community centres for educational programmes
- Steward our programme once underway e.g. through collecting and sharing feedback from service users
- Be the main point of contact for our partner institutions and organisations
- Support building relationships with new communities and organisations
- Deliver elements of the programmes to young people, where required
- Providing support for events, e.g. collating invitation list and monitoring responses, preparing delegate packs, attending events on the day
- Creating visual content for digital environments, e.g. social media and websites
- Designing artwork for print across a range of formats such as leaflets, posters, press adverts etc.
- Preparing, editing and proof-reading presentations and other promotional material, ensuring all documents adhere to branding guidelines
- Editing, updating and uploading resources to our websites
- Supporting evaluation through data entry and collating response data
- Other operational support as required in line with skills, knowledge and experience

This role will be London-based, with the flexibility to work from home.

This role has a 3-month probationary period and is subject to an Enhanced DBS check

To apply, please complete [our application form](#) and attach your CV on our website.