

Executive Team Assistant

JOB TITLE:	Executive Team Assistant
LOCATION:	Helen Bamber Foundation Office - Camden, London (remote and office based)
RESPONSIBLE TO:	CEO
HOURS:	Full time (37.5 hours per week) – however we are willing to consider part time applicants
SALARY:	£33,000
BENEFITS:	27 days holiday (pro rata) plus 4% matched pension contribution

Background

The Helen Bamber Foundation (HBF) is a pioneering human rights charity supporting refugees and asylum seekers who are survivors of trafficking and torture. Recognising the complexity of each client's suffering and needs, HBF offers specialist services within a Model of Integrated Care encompassing: therapy; medical advice; legal protection; counter-trafficking support; housing & welfare advice; and community and integration.

HBF exists to ensure that all survivors of trafficking and torture are free and healthy (both physically and mentally), are safe, are protected from re-victimisation, detention and poverty, and have the ability and agency to integrate in and contribute to the communities around them. HBF also uses its unique expertise to drive change and improve practice and policy for all survivors.

Asylum Aid are part of the Helen Bamber Foundation Group and have over 3 decades worth of experience in representing survivors of torture, trafficking, and other forms of extreme human cruelty in their claims for international protection. We also have a strong history of successful policy and practice change, including through strategic litigation.

About the role

The Helen Bamber Foundation group is seeking an ambitious Executive Team Assistant to support our dynamic CEO, Board and Leadership team in driving forward the delivery of our strategy. This is a great opportunity for someone with an interest in project management, organisation, and strategy delivery. The role is wide-ranging from the coordination of Board meetings and Senior Leadership Meetings, the preparation of board documentation and external presentations, and project management of the delivery of the strategic plan. To be successful in this role, you should be well-organised, action orientated,

be able to build strong collegiate relationships, possess great time management skills and able to act without guidance.

HBF is an equal opportunities and Living Wage employer. We are committed to attracting and recruiting diverse candidates as we are keen to make sure that our staff, trustees, volunteers and ambassadors reflect the communities we serve and the wider community we work in at every level within the organisation.

Main Duties and Responsibilities

- Assist the CEO with the communication and the monitoring of the delivery of the organisational strategy, coordinate strategy delivery projects including follow-up with team members, and supporting agreed activity to take place.
- Prepare meeting agendas, perform research for meetings and organise attendance of Board of Trustee meetings, and Management Team meetings.
- Undertake all planning & support activities required in respect of Board of Trustee meetings and senior management meetings to maximise the output of the Board and the senior management team including the organisation of committees, working groups or meetings.
- Act as the liaison between the Board of Trustees, CEO and Management Team
- Responsible for taking meeting minutes to a high standard and in timely manner; ensure collation of reports and papers; and follow-up action with owners as appropriate
- Support the preparation of papers required by the CEO and Exec Team to attend meetings, prepare reports, or reply to requests for information.
- Responsible for creating, holding and updating the internal organisation calendar and key events
- Manage information flow in a timely and accurate manner
- Support the preparation of slide presentations and reports
- Support the induction of senior staff and Board members

Requirements and skills

- Graduate calibre – able to process and summarise complex ideas
- Experience as a project manager, company secretarial, or someone with equivalent experience that demonstrates these skills
- Ability to proactively engage in problem solving and risk mitigation, and an ability to work under own guidance
- An interest in the rights of refugees and survivors of torture and trafficking
- Excellent MS Office knowledge (Word, Excel, PowerPoint)
- Outstanding organisational and time management skills
- Excellent verbal and written communications skills

- High levels of accuracy and attention to detail
- Discretion and confidentiality

TO APPLY

Please send in one document your CV and a cover letter outlining how your skills, experience and interest is relevant to the post and personal specification to jobs@helenbamber.org. If you would like to have a discussion with the Chief Executive, Kerry Smith – please contact her at Kerry.smith@helenbamber.org. The closing date for this role is 9am Monday 19th June 2023. Sifting of applications will be in the week of the 19th of June 2023 and the first short introductory 15 minute conversations will be held on the 22nd June and substantive interviews will be held on 28th of June 2022. The interview questions will be sent in advance of the substantive interview and in the event that a written task is set this will also be sent in advance.

Please note that successful candidates will be offered the role subject to a DSB Certificate and suitable references. No contact from agencies please.