



CANDIDATE PACK

Executive Assistant

Thank you for your interest in working for The Separated Child Foundation. The new post of Executive Assistant is a key role within the charity ensuring that separated it runs effectively and the role will include both project work and administrative tasks.

About us

Established in 2007, the Separated Child Foundation offers emotional, social, financial and physical support to separated children and young people in Britain who are asylum seekers or refugees. The children we support arrive with nothing, having fled their homeland because of war, terror or persecution. We currently have one part-time staff member: our Chief Executive Officer, supported by six Trustees, 50 volunteers, and a freelance youth worker to deliver our work.

Why they need our help

In 2019, over 3,600 children applied for asylum in the UK having arrived here alone, because their parents have been killed, imprisoned or otherwise are unable to leave. Separated children share with other refugees a well-founded fear of persecution. They experience the double trauma of separation not only from their homeland, culture and natural environment but also from the adults in their family who gave them care.

About this role

We recruited our first ever Chief Executive in early 2019 and we have subsequently seen a period of rapid growth. The Executive Assistant will take over many of the administration and coordination tasks which have so far been undertaken by the Chief Executive together with responsibility from some small project work. The Separated Child Foundation is a growing organisation and the purpose of this role is to ensure that the organisation runs effectively whilst freeing up our Chief Executive's time to focus on growth in income, programme work and ultimately improving the lives of separated children arriving in the UK.

How to apply for the role

The job description and person specification are on the following pages. To apply for the role, please email your CV, a supporting statement addressing the personal specification and two referees to:

richard.hammond@separatedchild.org

The deadline for applications is 9.00am Monday 26th October

Interviews will take place remotely on 5th November

To arrange an informal discussion about the role, please contact:

richard.hammond@separatedchild.org



JOB DESCRIPTION

Job Title: Executive Assistant

Salary: £25,000 pro-rata

Hours: 10 hours a week (2 hours a day, 5 days a week to ensure continuity)

Contract: Six-month initial contract. Extension dependent on securing further funding.

Location: Home-working

Reports to: Chief Executive Officer.

Main purpose of the role

The Executive Assistant will carry out administration and coordination tasks which have so far been undertaken by the Chief Executive together with responsibility from some small project work in order to support the growth of the organisation.

Role Description

Main duties:

- Monitor and respond to emails received to our general contact@ email address
- Make simple website changes and updates (WordPress) including sourcing images and setting up occasional new webpages (eg for Refugee Week)
- Manage our donations platform (Kindlink)
 - Monitor donations, send thank you emails and resolve donating issues.
 - Follow up with donors whose regular payments have stopped
 - Segment donors and coordinate an appeal to those who have given once
 - Maintain the public pages and improve our profile, maximising available functions
- Manage our email autoresponder and email list platform (Mailchimp), segmenting the data and uploading and sending out email updates to our subscribers

- Input monthly income and expenditure transactions from the bank statements.
- Maintain any other digital platforms such as our YouTube account and research new platforms that can support our needs
- Offer support with policy development, sourcing template policies and creating a first draft
- Support the recruitment of consultants, freelancer, volunteers, trustees and staff
- Undertake data-entry and data-management and manage our GDPR responsibilities
- Identify and approach potential new refugee agency partners so that we can ensure every child who needs our support receives it.
- Contribute to income generation, for example by sourcing new opportunities, making approaches and applications and supporting digital campaigns as well as supporting and developing new initiatives such as 'Supper for Children' and events
- Support the Chief Executive, for example, by assisting with arranging meetings and monitoring their emails when they are away from the office or not working. Offer support with general administration duties including day to day chasing, monitoring and following up on emails and approaches and the development of spreadsheets.
- Manage projects allocated by the Chief Executive.
- Any other tasks commensurate with the role

Person Specification

Essential

- A commitment to, and understanding of, the plight of separated child refugees and the aims of The Separated Child Foundation
- Experience of working or volunteering in the charity sector
- A working knowledge of WordPress and experience of working effectively with a variety of digital platforms.
- Good IT and administration skills including experience of creating and maintaining spreadsheets, management and input of data and the development of new systems
- Good telephone manner and the ability to respond to email enquiries efficiently
- Excellent writing skills including the ability to write quality thank you and approach letters, email responses and fundraising applications (eg to local community groups)
- Experience of managing projects
- Evidence of the ability to build rapport quickly and with a diverse range of people
- A completer-finisher who is positive, self-motivated and committed to achieving results with a professional approach to work
- Well organised, quick, efficient and able to work independently

Desirable

- A working knowledge of GDPR
- A working knowledge of email management platforms (eg Mailchimp)
- Experience of supporting recruitment processes