

## **JOB DESCRIPTION**

### **EXECUTIVE ASSISTANT AND OFFICE MANAGER**

Contract period: Permanent

Hours: 30–35 hours per week. The Mayor's Fund is open to a discussion about flexible working.

Salary: £24k to £28k based on a 35 hour week and depending on experience

Location: City Hall, The Queen's Walk, More London, London, SE1 2AA

Reports to: Chief Executive

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#### **About Us**

The Mayor's Fund for London is an independent charity, championing social mobility for young Londoners from low-income backgrounds. We believe that all young people, regardless of their starting point in life, should be able to thrive in their community, forge fulfilling careers and are able to take advantage of the outstanding opportunities that London has to offer.

Our work raises awareness of the barriers facing young Londoners, promotes the activities which best increases their opportunities and brings together the partnerships to make a measurable impact on young Londoners' lives. In 2018, we supported over 35,000 young Londoners aged 4-24 across all 33 boroughs working in partnership with 427 schools, 110 community organisations and 94 employers, charities, social enterprises, and local authorities. The Mayor of London, Sadiq Khan, is our patron.

#### **Purpose of the role**

The Executive Support Officer is a pivotal role within the Mayor's Fund for London. The job holder will be responsible for the smooth operation of the executive functions of the charity, including support for governance (board and subcommittees), some HR functions (such as inductions), office management, plus team diary support. The successful candidate is likely to have significant experience in supporting administration functions in a busy working environment, able to liaise confidently at a senior level and to have a proactive and problem solving mindset.

Although experience within a charity environment is not essential, interest and empathy in the Mayor's Fund work would be an advantage.

#### **Duties:**

##### **Governance**

- Lead responsibility for the administration of board meetings and sub-committees, including timetabling, paper formatting and distribution.
- Production of board meeting minutes and updating of the rolling action log.
- Organisation of Advisory Board meetings, including liaison with Board members and timetabling of meetings
- Administration of specific project sub groups as required
- Liaison with trustees as required, including setting up telephone calls
- Liaison with office of the charity's patron (Mayor of London)
- Ensuring that Companies House records are up to date.

### **HR support**

- Leading on administration of staff recruitment (posting job advertisements), staff induction and resignation processes (liaison with facilities management re passes, timetabling of induction meetings)
- Lead for relationship with mobile phone company, including opening and closing accounts, maintenance of asset log and monthly reconciliation
- Manage Vodafone account including maintaining the asset register, negotiating phone contracts
- Timetabling of staff appraisals and staff member 121s
- Maintenance of staff handbook and key Mayor's Fund policies, ensuring these are up to date at all times.
- Organise DBS checks as part of safeguarding

### **Office management**

- First point of contact by telephone and email for organisation
- Liaison with City Hall's facilities management, including sorting out technical & IT issues & liaison with
- Manage DropBox, including providing access and uploading documentation
- Manage office layout, storage and maintain supplies of equipment and stationery
- Manage the telephone conference calling facility
- Manage the annual Insurance renewal

### **Team administration**

- Organise and minute team meetings
- Room booking and catering within and outside City Hall
- Diary management for Chief Executive, Finance Director and Head of Impact & Partnerships
- Oversee staff hotdesk rota and telephone directory

### **Other responsibilities**

- Overall responsibility for organising and supporting students gaining work experience with the Mayor's Fund
- Support the Finance Director with finance related duties such as banking, filing and archiving
- Support events administration, working with the Events Team, as required (badge production, attendance list productions, etc)
- Other support as could be reasonably required

### **Person Specification**

We are looking for a confident and energetic individual with demonstrable experience in the fields of office management, governance support and administration. This a front facing role and the post holder will need to identify and exhibit behaviours which promote our values and purpose.

The right candidate will demonstrate a flexible approach, have strong interpersonal skills and demonstrate an affinity and empathy with our charity. Ideally, the candidate will have provided executive support to an executive team in the past and may have worked in a political environment where they have managed sensitive information.