

EXECUTIVE ASSISTANT AND ADMINISTRATOR

Part Time (32 Hours Per Week)
Fixed Term Contract (2 Years)



**POWER
THE
FIGHT**

JOB DESCRIPTION

LOCATION:

The role is based in South East London.

SALARY:

£25,600 (pro rata for £32,000 FTE)

OVERVIEW OF POWER THE FIGHT:

Power The Fight is a unique movement, launched in 2019 to empower communities to end youth violence. Power The Fight works both at grassroots level (for example with families, churches and schools, including delivery of culturally competent therapeutic services) and with the highest levels of policy decision makers (such as the Mayor of London's Violence Reduction Unit, the cross-party Youth Violence Commission and The Church of England). We aim to act as a lever, initiating far-reaching change and empowering communities to end youth violence.

Power The Fight's objectives, as set out in our governing document, are:

In accordance with Christian principles and for the public benefit, the prevention of crime and the protection of people of all ages and their property from knife crime and other serious youth violence by working for:

- a. The rehabilitation of persons engaged in knife crime and other serious youth violence or at risk of becoming so engaged; and*
- b. The support of victims of knife crime or other serious youth violence and their families*

Power The Fight recognises the UK's increase in serious youth violence as a public health crisis with multiple causative factors including undiagnosed and untreated trauma, lack of focus on early intervention, reduction in youth services and social inequality. Consequently, we advocate for a holistic approach to tackle these inter-related systemic root issues and protect the lives of our children and young people.

Power The Fight has grown significantly over the past two years. We are seeking to appoint an Executive Assistant and Administrator to work with Power The Fight's CEO and Senior Leadership Team, to support the smooth running of our programmes and internal operations, as well as playing a key role in the organisation's capacity for strategic development over the coming years.

REPORTING LINE:

Reports to the CEO

MAIN DUTIES AND RESPONSIBILITIES:

- To support the CEO through diary management, organising travel arrangements and managing logistics for events such as Team Days
- To take and distribute minutes for Senior Leadership Team and external meetings
- To be the first point of contact for all initial enquiries to Power The Fight, and explain the charity's ethos and aims clearly to a variety of audiences
- To be responsible for organising one-off financial gifts for families bereaved as a result of youth violence, including liaison with Violence Reduction Units and the Police
- To assist the Head of Training & Programmes where necessary with booking external trainers and arranging logistics for training events
- To assist the Head of Training & Programmes and Research Lead where necessary with data collection for monitoring and evaluation purposes (this may include periodically transcribing interviews for reports)
- To assist the Head of Operations with organisational finances through basic bookkeeping, including preparing and following up on invoices, making weekly payments to external suppliers and contractors, reconciling bank statements weekly, monitoring receipts and preparing monthly management accounts, and maintaining the asset register
- To assist the Head of Operations with fundraising and supporter relationships through monitoring our Stewardship giving account and Goodbox portal, acknowledging gifts, contributing to the quarterly newsletter, and researching and contributing to funding bids
- To assist the Head of Operations with recruitment through organizing advertisements for new roles, collating applications for shortlisting, organizing interviews for shortlisted candidates, and assisting with taking up references, organizing DBS checks and the necessary documentation for payroll procedures
- To support the smooth running of the Power The Fight office by purchasing equipment and resources where necessary and according to relevant budgets
- To support Power The Fight's Board of Trustees through co-ordinating and taking minutes at bi-monthly meetings
- To support Power The Fight's Advisory Group through co-ordinating and taking minutes at quarterly meetings
- To represent Power The Fight through attendance at events and potentially speaking or otherwise representing the charity

PERSON SPECIFICATION

ESSENTIAL		DESIRABLE	
EXPERIENCE		EXPERIENCE	
Experience working as an EA, PA or in Office Management.		Experience of working in the charity sector.	
Experience of working with church networks.		Experience of bid writing and/or fundraising for the charity/non-profit sector.	
Experience in exercising independent judgement, demonstrating that you are able to represent the charity tactfully and relevantly whilst knowing limits of when to refrain and refer to the CEO.		Experience of working with Central or Local Government.	
Experience in simple book-keeping and financial analysis.			
Experience of working in a multi-cultural urban context, with people from a variety of racial, cultural, socio-economic and religious backgrounds.			

ESSENTIAL		DESIRABLE	
SKILLS & PERSONAL QUALITIES		SKILLS & PERSONAL QUALITIES	
Very strong administration skills.		Able to use financial software such as Xero.	
Excellent communication skills.			
Well organised with excellent time management skills.			
Strong problem-solving skills.			
A commitment to deadlines, able to plan and prioritise work, and support members of the team that you work alongside.			
High levels of cultural competency, an understanding and commitment to equal opportunities, anti-racist and anti-discriminatory practices.			
Able to build relationships with a range of stakeholders; both professional and those that may themselves be in distress, vulnerable or at risk as a result of serious youth violence or related difficulties.			
Friendly and professional, able to form good working relationship with partner staff at all levels.			
Methodical and careful approach to work.			

<p>A good team player, able to input into a wide range of perspectives, to accept team decisions and inspire others to do the same.</p>	
<p>Commitment to the specific aims and values of the charity, and to working in accordance with its Christian principles and its desire to work with those of all ethnicities, all faiths or none at all and of all political persuasions.</p>	
<p>Strong IT skills including Google Calendar, Excel and knowledge of other Microsoft Office products.</p>	
<p>A strong desire to serve communities, churches and other faith organisations.</p>	

RESPECT FOR ALL:

It should be noted that due to the charity's commitment to work equally with those of all faiths and none and organisations and individuals of all political persuasions, it is vital that the successful applicant demonstrates the ability to value and give respect to others regardless of their faith, political persuasion or cultural perspectives.

WORKING HOURS:

The regular working pattern is:

- 32 working hours spread across 5 weekdays (Monday to Friday) between 9am and 5pm
- Occasional agreed hours outside these times can be claimed back as Time Off In Lieu (TOIL) e.g. when taking minutes at an evening meeting

ANNUAL LEAVE:

Pro rata for a 0.8 role of 20 days (full time equivalent 25 days) plus 2 additional discretionary days at Christmas.

OTHER BENEFITS:

Power the Fight offers an employer pension contribution; the equivalent of 5% of your gross annual salary, into a work-place pension appropriate scheme (applicable after successful completion of your probationary period).

This role has a 3-month probationary period and is subject to a Basic DBS check.

To apply, please send a CV and covering letter, explaining your interest in the role and how your skills and experience align with the Person Specification, to claire@powerthefight.org.uk

Power The Fight

Market Peckham, 133a Rye Lane,
London, SE15 4BQ

UK Registered Charity No. 1181143

powerthefight.co.uk

**POWER
THE
FIGHT**

The logo consists of the words "POWER", "THE", and "FIGHT" stacked vertically in a bold, white, sans-serif font. A white horizontal line is positioned below the word "FIGHT".