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# Executive Assistant to the Chief Executive

Resurgo Trust

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***Are you a highly efficient and organised individual who is exceptionally responsible and reliable, with experience of project management and administration, and a desire to be part of Resurgo's ambitious mission to enable social impact?***

**The Executive Assistant will excel in providing comprehensive and confidential support to the Chief Executive to further Resurgo's mission to catalyse highly effective social transformation as an expression of the Christian life and faith.**

**With high attention to detail and excellent administrative skills, they will strive for the greatest efficiency and be proactive in achieving productive processes and streamlined practices.**

# About us

## Who we are?

Resurgo means to rise up again. It describes our belief in the unbelievable difference we can all make in the world around us when we work together, and our vision to inspire society by connecting our creativity, talents and resources to make a real difference.

In 2016 we were listed as one of the UK's Best Workplaces in the 'Great Place to Work' Awards.

In 2017 we won the Princess Royal Training Awards which honours employers that have created outstanding training and skills development programmes.

## Our Existing Initiatives

- **Spear**, an award-winning programme run in partnership with local churches to help young unemployed and disadvantaged people into work or education. We're delighted that over 75% of completers are still in work a year later.
- **Resurgo Ventures**, supporting emerging social entrepreneurs to make a positive impact on society through mentoring and Accelerator programmes.
- **Resurgo Consulting**, providing coaching services to organisations enabling them to improve trust, increase workplace satisfaction and achieve better outcomes.



# Responsibilities

## Management Support

- Support the Chief Executive in his role to develop and manage key relationships including funders, church partners, business leaders, and politicians
- Support the Chief Executive in his role as Bishop's Advisor on Community Regeneration, particularly in the Grenfell Tower area
- Communicate with and develop strong relationships with internal Department Heads
- Prepare monthly reporting across the organisation in liaison with Department Heads, including risk register and departmental performance targets
- Arrange the Executive team monthly meeting, including organising meeting dates, preparing papers in advance, and sending out minutes
- Oversee follow up actions after meetings.

## Personal Administration Support

- Manage the Chief Executive's diary, optimising the efficient use of time and resources through effective planning and 'gate-keeping' in a relational style that represents the charity's values
- Manage the Chief Executive's emails, maintaining an efficient filing system, and responding, where appropriate, to emails on the Chief Executive's

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- Ensure all necessary briefing papers and documents are commissioned and compiled for the Chief Executive in good time in advance of meetings
- Maintain the Chief Executive's files and records and log meetings on the charity's database
- Support the Chief Executive in policy, social and academic research
- Prepare and present excellent Powerpoint and other presentations for internal and external audiences
- Arrange meetings for the Chief Executive, ensuring all requirements for travel, accommodation and facilities are met
- Assist with other ad-hoc tasks where required ensuring comprehensive personal support.

## Monthly and Other Reporting Administration

- Liaise with Heads of Department and others across the organisation to publish monthly key performance indicators, risk registers and other key management reports, on behalf of the Chief Executive

- Co-ordinate and attend Trustees' meetings, including arranging dates, preparing papers in advance, taking and sending out minutes
- Administrate the Investors'- , Communications- , Fundraising- , Strategy and Finance- , and other Trustee Steering Groups
- Organise, attend and administer the monthly internal executive management group including taking and distributing minutes and key papers
- Provide administrative support for the Chief Executive's review of the annual vision and plans for Resurgo.
- Line manage the Administrative Assistant to the Chief Executive

## Active Participation in Resurgo's Team and Mission

- Help build and develop Resurgo's ethos and Christian life as a team member including leading and contributing to daily collective and personal prayer meetings as an integral part of Resurgo's operation.

# Person Specification

- University degree or equivalent essential
- At least one year's experience working in a PA/EA role desirable.
- The ability to personally represent the Christian values of Resurgo
- High attention to detail and strong organisational skills. Remarkably efficient; someone who is self-motivated and likes to achieve results
- Motivated to translate 'big picture thinking' into realistic and practical action
- Diplomatic and confidential, flexible with a common-sense approach
- Confident, calm, with a mature approach to work and work relationships
- Forward planner with good time management skills, a proactive approach and an ability to anticipate needs ahead of time and work well under pressure
- High emotional intelligence with evidence of a clear understanding of how to use telephone, email, written and verbal communication to build strong working relationships
- Strong desire to work for Resurgo and commitment to seek excellence in all aspects of the role
- Team player who is willing to adapt to circumstances as necessary
- Competent at typing and good command of Microsoft Word, Outlook, Excel and Powerpoint.

# Working Requirements

- Occasional evenings per term (for events such as Spear Celebration evenings and the annual Spear fundraising party).
- Occasional staff development and training events
- 25 days annual leave pro rata and time off between Christmas and New Year
- Participating in the wider staff team including taking an active part in weekly staff and prayer meetings and key events such as the staff conference

# Additional Information

## Salary & Benefits

- Salary £30,000-£32,000 pro-rata dependent on experience
- Pension scheme: 3% employer contribution
- 25 days holiday pro-rata plus Christmas 'gift days'- the days between Christmas and New Year
- Attendance on 'Coaching for Leadership' course- iLM accredited 5 day programme of coaching training over 2 months (valued at £2,500).
- Annual Summer and Christmas Conferences (one residential) which include, teaching, worship, delicious food and country walks.
- Employee Assistance programme: a confidential support service for employees
- Option to take advantage of Give as you Earn (GAYE)

## How to Apply

Please complete the application form on our website [www.resurgo.org.uk/resurgo/workwithus](http://www.resurgo.org.uk/resurgo/workwithus) and submit it with your CV to [recruitment@resurgo.org.uk](mailto:recruitment@resurgo.org.uk)

## Recruitment Timetable

### **Deadline for applications: 13<sup>th</sup> January 2019**

*Applications will be reviewed throughout the application period and phone interviews will be conducted from early January, so please submit applications as soon as possible.*

## Queries

If you wish to have an informal discussion about the role, please email the People and Culture team ([recruitment@resurgo.org.uk](mailto:recruitment@resurgo.org.uk)) to arrange a time.