

Manager of the Office of the Chief Executive

Resurgo Trust

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 successful applicant 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 excellent attention to detail and exceptional initiative, they will strive for the greatest efficiency as well as be confident with a high level of responsibility, representing the Chief Executive in a number of external settings.

About us

Who we are?

Resurgo means to rise up again

It describes our belief in the unbelievable difference we can make when we rise up together to transform society.

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
- Manage monthly reporting across the organisation in liaison with Department Heads, including risk register and departmental performance targets
- Coordinate the Executive team monthly meeting, including organising meeting dates, preparing papers in advance, and sending out minutes/overseeing follow-up actions

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, on the Chief Executive's behalf

- 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 two year's experience working in an advanced EA/project management role desirable.
- The ability to personally represent the Christian values of Resurgo - an understanding and sympathy towards the HTB network would be beneficial due to the Chief Executive's close involvement with this
- Remarkably efficient with high attention to detail and strong organisational skills; someone who is self-motivated and likes to achieve results
- A passion to work with visionary leaders to help translate 'big picture thinking' into realistic and practical action
- Confident, calm, diplomatic and confidential, with a mature and flexible approach to work and work relationships
- A proactive forward planner with 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
- Competent at typing and good command of Microsoft Word, Outlook, Excel and Powerpoint.

Working Requirements

- Occasional evenings per term (for Spear Celebration events every two months, and the annual Spear fundraising party) as well as those occasionally required to facilitate the CEO's commitments.
- Occasional staff development and training events
- 25 days annual leave pro rata and additional time off between Christmas and New Year
- Participating in the wider staff team including taking an active part in weekly staff prayer and worship meetings and key events such as staff conferences three times a year (which may involve longer days or a weekend)

Additional Information

Salary & Benefits

- Competitive Salary (negotiable 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).
- 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 and submit it with your CV to recruitment@resurgo.org.uk

Recruitment Timetable

Position available immediately

Applications will be reviewed and phone interviews will be conducted throughout the advertising period, 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) to arrange a time.