

# Application Pack

## Executive Assistant

We want our application process to be right for you as an individual. If there's anything we can do to make the process below more straightforward for you, please email [recruitment@barnwoodtrust.org](mailto:recruitment@barnwoodtrust.org) and we will contact you to discuss what support we may be able to provide.

Our careers page on our [website](#) has some examples of things we may be able to put in place.

### We are recruiting for:

- 1x Full Time (37.5hrs per week) position

### The application pack consists of the following:

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### After reading this pack, you will need to complete our online application form:

- Answer the 3-role specific competency-based questions.
- Provide your personal details, work history and experience.
- Please consider completing our equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.
- **Deadline for applications: 12.00 noon on Friday 10<sup>th</sup> October**
- **First interviews: Monday 20<sup>th</sup> October**
- **Second stage interviews: Monday 27<sup>th</sup> October**

## About Us

Barnwood is an independent charitable Trust. We get millions of pounds of funding out into the county every year. But money is only part of the story.

We join with the people, communities and organisations in Gloucestershire's disability and mental health movement – creating change so that disabled people and people with mental health conditions have choice of opportunities, access their rights, and are included where they live.

What do we do? We investigate the long-term, complex issues and barriers faced by disabled people and people with mental health conditions. We share research, develop projects, and run campaigns to influence the change that's needed. We partner with local organisations, involve people with lived experience directly in our work, and look for better ways to fund.

Barnwood Trust was set up over 200 years ago. Today, we are not your typical funder, and we don't work in isolation. Learning and collaboration run through everything we do. We bring people together for a different conversation and explore big ideas.

We listen and add clout where we can, to help make changes happen – building belonging and making a difference in the life of the county.

We are a mixed team of staff and Trustees at Barnwood with lived experiences of disability, mental health and neurodivergent conditions, and passionate allies in the disability and mental health movement.

## Our Values

### Focused



Disabled people and people with mental health conditions across Gloucestershire are at the heart of everything we do

### Inclusive



Connecting and collaborating with openness and honesty, we ensure all voices are respected, heard and valued

### Bold



In the face of change and uncertainty we are flexible and confident in finding ways forward

### Forward Thinking



Using our independence, we explore long-term solutions to everyday challenges

## Terms and Conditions

### Full Time (Permanent)

- This role is permanent, and we welcome applications from people looking for full time hours (37.5hrs per week).
- We offer a flexible start between 8:00 am and 9:30am Monday to Friday
- Salary £39,018 pa FTE

### Benefits

- 36 days holiday inc. bank holidays per annum.
- Life Assurance (3 x Salary)
- Pension Contributions
- Employee Assistance Programme

Due to the nature of its duties, this position is predominantly based in our office in central Cheltenham with only occasional and irregular opportunities for home working.

Barnwood Trust is committed to safeguarding and promoting the welfare of disabled people and people with mental health conditions and expects all employees to share this commitment.

All offers of employment are subject to several employment reference checks and a basic DBS check provided by the Trust.

## Job Description

### Purpose

Provide high-level administrative support to the CEO and COO, manage office operations, support HR and governance processes, and ensure a welcoming environment at Overton House.

### About the role

The Executive Assistant reports to the Chief Operating Officer (COO) and is a member of the Executive & Governance Team. The role also works closely with the Chief Executive Officer (CEO), and collaboratively across the whole organisation to support the Leadership Team and People Managers Team.

The Executive Assistant has direct line management responsibility for the Operations Administrator.

### **Executive Assistance**

- Organise meetings and manage diaries for the CEO and COO.
- Prepare agenda, take minutes and keep records.
- Handle communications on behalf of CEO and COO.
- Manage projects and general administrative tasks.

### **Governance Assistance**

- Organise Board and Committee meetings.
- Co-ordinate and support the preparation of meeting papers and distribute them in a timely manner.
- Take accurate minutes and maintain governance records.
- Support the Trustee recruitment and induction processes.
- Keep governance information on the website and Trustee portal up to date.

### **Human Resources Administration**

- Support HR processes and recruitment.
- Oversee and manage the IRIS HR system, ensuring all employees know how to use the system and keep their information up to date.
- Provide regular HR reports to managers.

### **Use of Overton House**

- Manage room bookings and visitors arrangements, ensuring policy and practice is consistent with the Trust's values.
- Ensure external users have the right information and support.
- Work with the Marketing and Comms team to promote available spaces.

### **Line management responsibilities**

- Provide line management to the Operations Administrator, enacting the Trust's management processes to ensure that all direct reports are motivated, supported and enabled to give of their best.

- Conduct regular reviews and support personal development for direct reports, providing open and honest feedback on performance, setting personal development goals and plans.
- Ensure that all direct reports work within clear and effective safeguarding practices and in accordance with all other Trust policies and procedures.
- Ensure that wellbeing, sickness and absence are managed effectively.
- Contribute to Trust-wide people management policies, procedures and team culture as a member of the People Manager Team.

### **General**

- Uphold, safeguard and promote the Trust's values, principles and policies through personal conduct, approach to all tasks undertaken and conduct of relationships with everyone engaged with, inside and outside the Trust.
- Contribute to events and activities organised to support the development of Barnwood Trust and to promote the work of the Trust including the Trust's internal and external Learning Programme.
- Participate in routine tasks required to maintain a high-quality environment for everyone using Barnwood Trust's premises.
- Take responsibility for working in accordance with the Trust's policies, with special regard to the safeguarding policies, taking reasonable care for your own health and safety, and that of other people, and to comply with all health and safety legislation.
- Ensure the Chief Executive is kept informed of all important matters related to the work of the Trust across the county.
- Maintain confidentiality at all times and ensure compliance with the Trust's Information Governance Policy and suite of policies.

### **Person specification:**

#### **Commitment to disabled people and people with mental health conditions**

- Passionate about making a positive difference to the lives of disabled people and people with mental health conditions.

#### **Essential Knowledge and Experience:**

- Proven experience of working as a Personal Assistant/Executive Assistant at a senior level
- Experience of accurate minute-taking and record-keeping for both formal and informal meetings
- Team leadership, experience managing or supporting colleagues

### **Desirable Knowledge and Experience:**

- Knowledge of human resources policies and procedures
- Knowledge of governance processes

### **Skills**

- Exceptional organisational skills and ability to manage multiple tasks and priorities exercising excellent time management skills (E)
- Exceptional written and verbal communications skills, with attention to detail, that engage a wide range of audiences and which champion accessible communication (E)
- Discretion and confidentiality, demonstrating ability to handle sensitive information with integrity (E)
- Problem solving and initiative, being proactive and resourceful in managing challenges (E)
- Relationship building, able to work effectively with a wide range of people (E)
- Strong IT skills (demonstrable proficiency in using MS Outlook, Word, Excel, PowerPoint, Teams, Zoom and HR systems like IRIS) (E)

### **Education and training**

- Specialist training relevant to disability and mental health conditions, including safeguarding, specialist communications or cultural awareness is welcomed for this role.

### **Work ethic and approach**

- Strong self-awareness, a positive attitude and an ability to generate goodwill with collaborators and colleagues
- Exceptional relationship-building skills with diverse groups and a range of professionals, using tact, diplomacy, and sensitivity

- Ability to manage parallel tasks, prioritise work, cope with the unpredictable and manage time effectively to meet internal and external deadlines
- Display the utmost integrity and an ability to hold and respect confidential and sensitive information
- Dependable, resilient and committed to work as part of a team
- Self-motivated, resourceful, and proactive in taking initiative
- Concern for, and commitment to, delivering high quality work

## Application Guidance

### Disability Confident Scheme - Offer of Interview

In the person specification we describe some 'essential knowledge, experience or skills' (a few things we really need the person applying to be able to do). If you have a disability (this includes mental health or long-term health conditions) and have these essential knowledge, experiences or skills, we will offer you an interview\* under the Disability Confident Scheme.

To be invited to interview or assessment in this way, you must detail in the answers to our 'Competency Questions' document how you meet the essential criteria for the role and then check the box next to the question asking if you would like your application to be considered under the this scheme.

A request for an interview under the Disability Confident Scheme does not guarantee an applicant a job. At interview, the best candidate will be offered the role. If you are invited to interview you will receive your invite and we will ask you about any reasonable adjustments that you may need.

If you need assistance during the application process or wish to request any adjustments please contact [recruitment@barnwoodtrust.org](mailto:recruitment@barnwoodtrust.org)

\*Please note that if a large number of disabled people apply it may not be possible to offer an interview everyone, in which case those who best meet the essential criteria will be invited to interview.

### How to apply

On our website, click on Apply Now to be taken to the online application form. The online application form has 3 main sections for you to complete:

1. The form will ask you to answer 3 role specific competency-based questions. It is only your answers to these 3 questions that will initially be shown to the hiring manager to shortlist applicants for interview so please answer these questions fully.
2. The form will ask you to complete a basic application form including your personal details, work history and experience. This section will not be shared with the recruiting manager until after shortlisting and will be held by the recruitment team.
3. Finally, the form will ask you to complete an equal opportunity monitoring section. Your equal opportunities information is separated from your application at source and is not seen by the recruiting manager.

Equal Opportunities questions help us to monitor the effectiveness of our Equal Opportunities policy by gaining a picture of all those applying for and obtaining jobs with the Trust. The Equality Act 2010 protects people from discrimination and promotes equality based on a number of 'protected characteristics'. We ask for information on your 'protected characteristics' to help us monitor our performance on equality.

### **Completing the form**

You may wish to complete your application in stages. To do this, use the 'save and continue later' function at the bottom of a page in the application. The form will ask you for an email address and will email you a link to the completed section of form so you can go back to it later even if you close your web browser.

Applications must be submitted by the closing date and time. Once you have submitted your application form you will not be able to make any further amendments, and you will not be able to see a copy. If you are invited to interview, we will share a copy of your application form with you.

- **Deadline for applications: 12:00 noon on Friday 10<sup>th</sup> October**
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We would like the successful candidate to start as possible.