



## 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 Monday 2<sup>nd</sup> December**
- **First interviews: Thursday 12<sup>th</sup> December**
- **Second stage interviews: Tuesday 17<sup>th</sup> December**



## Barnwood Trust

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 8am and 9.30am Monday to Friday
- Salary £38,066

### **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

To deliver high level professional administrative support to the Chief Executive Officer and Chief Operating Officer.

To take responsibility and ownership of office organisation and project delivery, and to provide Trust-wide support for human resources processes and governance processes for the Board of Trustees.

To oversee the welcoming and receiving of visitors at Overton House and meeting management for the Trust.

### About the role

The Executive Assistant reports to the Chief Operating Officer (COO) and is a member of the 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

- Schedule and organise meetings as required for Leadership Team members, ensuring all necessary arrangements are considered.
- Prepare agendas, take minutes, and maintain records for all Leadership Team meetings.
- Manage diaries for the CEO and COO as required.
- Monitor, screen and where appropriate respond to incoming communications on behalf of the CEO and COO, as required, and distribute communications as appropriate.
- Provide effective communications and relationships with internal and external contacts, ensuring that messages and relations contribute positively to the Trust's reputation and credibility.
- Manage and undertake projects, assignments and other administrative duties as required.



## **Governance Assistance**

- Schedule and organise all Board, Committee and Governance Working Group meetings.
- Support with the preparation of meeting papers ensuring they are issued in a timely manner and loaded on the Governance Portal.
- Accurate minute-taking and record-keeping for all governance meetings. To include maintaining the following registers: (i) Trustees; (ii) attendance at meetings, (iii) decisions taken out of meetings (iv) signed minutes.
- Oversee the maintenance of the Trust's register of policies ensuring all reviews are scheduled and completed.
- Support Trustee recruitment processes through the creation of application packs, scheduling recruitment process, managing applications and interviews, scheduling induction activities and creating digital and hard copy induction packs.
- Liaise with the Marketing & Communications Manager to ensure that all governance related information on the Trust's website is current

## **Human Resources Administration**

- Support the development and delivery of effective HR processes for the Trust, in conjunction with the COO.
- Support recruitment of both employees and Trustees through placement of adverts and issuing of relevant communications during the recruitment process in a timely manner, and liaising with the recruiting manager to ensure the process is planned and delivered in a supportive and accessible manner.
- Oversee and manage the administration of the IRIS HR system.
- Ensure reports relating to people management are available and issued to People Managers on a regular basis.



## Line management responsibilities

- Provide line management to the Operations Administrator, enacting the Trust's management processes to ensure that all employees are motivated, supported and enabled to give of their best.
- Ensure that regular management reviews are undertaken with 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 the design and implementation of team development work within the Governance Team, in collaboration with the COO.
- Contribute to Trust-wide people management policies, procedures and team culture as a member of the People Manager Team.

## Use of Overton House

- Establish, and keep under review, the policy and process for the booking of spaces at Overton House to external users.
- Oversee bookings by partner organisations, ensuring all appropriate agreements and guidance are in place for external users and that bookings and visitors are well managed.
- Liaise with the Marketing & Communications Team to ensure that appropriate communications about available space and booking processes are in place.
- Oversee the receiving of external visitors to Overton House, ensuring a welcoming and accessible environment for all.



## 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 providing administrative support and project coordination for a range of parallel projects
- Experience of accurate minute-taking for both formal and informal meetings

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

- Line management experience to foster a productive and supportive team environment
- Knowledge of human resources policies and procedures
- Knowledge of governance processes
- Knowledge of meeting management, facilities hire or similar
- Experience of working in a charity or not-for-profit sector organisation

### **Skills**

- Exceptional planning, prioritisation and time management skills, plus ability to respond effectively to changing workloads and priorities
- Exceptional written and verbal communications skills that engage a wide range of audiences and which champion accessible communication
- Proactive problem-solver, demonstrating high levels of initiative, organisation and flexibility
- Strong IT skills (demonstrable proficiency in using MS Outlook, Word, Excel, PowerPoint, WhatsApp, Teams and Zoom)



## **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





### Guaranteed Interviews

In the person specification we describe some 'essential knowledge skills or experience' (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 skills or experiences, we will guarantee you an interview\*.

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 for this.

A request under the guaranteed interview 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.

\*Please note that if a large number of disabled people apply it may not be possible to 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.

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