Job Description

**Job Title:** Executive Assistant to CEO, Oasis

**Team/Function:**  OCT/OCP

 **Location:** National Office, Kennington Road, London, SE1

**Hours:** Full time, 40 hours per week, inclusive of breaks

**Unsocial Working:** The role occasionally requires accompanying the CEO to meetings and therefore requires a flexible approach to working, but time off in lieu is given in accordance with the current Oasis policy

**Responsible to:** CEO, OCT

**Line Management of:** Nil staff

**Grade:**  E

**Key Relationships:**

* Group Chief Executive Officer and PA
* Oasis Founder and Founder’s Private Office
* Oasis Group Executive (and support staff)
* OCT Board of Trustees
* Oasis subsidiaries, Boards of Trustees
* OCP Community Development Directors and Hub Leaders
* OCT Leadership Team
* Chief Operating Officer, OCT/Oasis Hub Waterloo
* OCL National Head of Hub Councils
* Professional bodies (e.g. local authorities, central/local government)

**DISCLOSURE LEVEL:** Enhanced

**Context**

This new role has come about as a result of the transition of the Group CEO and Founder to lead Oasis Global.

The Board of Oasis Charitable Trust (OCT) is responsible to ensure the Hub Strategy influences the whole of Oasis in the UK. The CEO, OCT is responsible for ensuring the Hub Strategy is delivered through Oasis Community Partnerships (our community development charity) and across Oasis with appropriate support through the governance services provided by OCT.

**Purpose of Job:**

To provide professional and efficient executive administration support to the CEO, OCT/OCP and Community Service Directors; undertake national office administration and provide ad hoc administrative support to the Fundraising team in accordance with the ethos and values of Oasis.

**Areas of responsibility and specific duties:**

**(Strategy/Planning/Organising)**

**To provide EA to support to the CEO Oasis Charitable Trust (OCT)**

*General administration*

* To be the first point of contact for the CEO OCT with all people from inside and outside the organisation and, where appropriate, manage circumstances on behalf of the CEO OCT through delegation to the OCP Community Development Directors and OCT Leadership Team as appropriate.
* To manage the CEO OCT’s petty cash account, reconciliation of monthly credit card statements, payment of invoices and subscriptions and lunch/refreshment as requested.
* To check and subsequently authorise iTrent expenses/credit card claims made by those who are line managed by CEO OCT, on the CEO OCT’s behalf.
* To check and subsequently authorise iTrent annual leave requests made by those who are line managed by the CEO OCT and note them in the Outlook diary.
* To know how to deal appropriately with confidential material.
* To manage expectations that cannot be met because of changing priorities, to safeguard the CEO, OCT’s credibility.
* To draft responses to emails at the request and on behalf of the CEO OCT for approval before sending out.
* To collaborate with the PAs to Oasis Founder/Group CEO to support in the planning, delivery and communication of staff events (e.g. weekly staff meetings, Christmas party etc.).
* To manage the protection and security of the CEO OCT’s confidential data in line with group policies.

*Diary management*

* To access and understand the current and medium term workload of the CEO OCT and any other expectations in terms of time required to fulfil them and subsequently provide preparation time in the diary as required.
* To take the understanding of the workload, as set out above, and plan the diary and the office schedule accordingly.
* To collaborate with the other PAs to plan the CEO OCT’s meetings with the Founder/Group CEO /Exec.
* To plan line management meetings with the staff that the CEO OCT manages and to keep track of the issues that need to be raised with them.
* To manage the timing and planning of meetings and the subsequent communication with Oasis Group CEOs, national team leaders, Oasis Global leadership team, country leaders and board members across the group and any other staff and volunteers in the organisation.
* To ensure the CEO OCT has the relevant paperwork necessary in preparation for each day’s appointments.
* Having set up the meeting cycles described above, to plan the diary wherever possible to ensure that the workload generated by them is achieved, so that the papers are prepared in good time for the relevant parties to read.
* To manage requests made on the CEO OCT’s time, to assess their priority and to rework the diary to make best use of the time available in relation to the demands on their time that are made.

*Travel administration*

* To be responsible for organising appropriate travel arrangements to ensure adequate time is allowed to meet diary commitments.
* To occasionally travel with the CEO OCT as agreed, to provide general assistance, to take notes, identify priorities and contribute where relevant.

**To provide administrative support to OCP Community Development Directors**

* To oversee the diary management for the OCP Community Development Directors.
* To be responsible for organising appropriate travel arrangements.
* To reconcile monthly credit card statements/prepare expenses for authorisation by CEO OCT.

**To support the administration of group governance**

* To work with the CEO and OCP Community Development Directors in order to plan the meetings of the OCT Board and other relevant boards/councils/sub-groups so that they follow a quarterly pattern and are sequentially in the right order.
* To support the collation and issue of paperwork for board meetings.
* To take minutes of board meetings and other meetings as necessary.
* To support the CEO OCT and other senior staff to ensure that OCT/OCP meet all requirements as required by the Charity Commission (e.g. administration of inclusion/removal of board members, filing of accounts etc.).
* To provide administration support to the CEO OCT and Chief Operating Officer OCT/Oasis Hub Waterloo in carrying out their governance responsibilities.

**To support the fundraising team**

* On an ad-hoc basis to process data on behalf of the fundraising team.
* To support Oasis trust fundraising by maintaining accurate fundraising pipelines and records.
* To be involved in the organisation of key fundraising events throughout the year.

**To ensure the smooth working of the National Office**

* Overseeing the efficient day to day running of the Oasis National Office Kennington Road (meeting rooms tidy, kitchen area clean and other similar matters).
* To be the point of contact for the receipt of incoming mail for the Oasis National Offices. Collaborate with Oasis Community Learning National office/Oasis Academy South Bank staff regarding the arrangements for collecting incoming mail and facilitating outgoing mail using the franking machine. Ensure the franking machine is topped up with credit and provide Finance with analysis for cross-charging outgoing postal charges.
* Ensure there are sufficient consumable/hospitality supplies at Oasis National Office Kennington Road and that these are sourced ethically and at a competitive price.
* Monitor the general enquiries email inbox and voicemail ensuring that all enquiries are passed onto the appropriate person in a timely manner.
* Liaise with the site staff to log any building issues.

### (Relationships/Partners):

# Internal:

* To collaborate with other PAs and Executive Assistants in all matters.
* To be the main point of contact for all staff and volunteers throughout Oasis both in the UK and globally, who are involved in matters relating to the CEO OCT’s schedule and diary on a daily/weekly basis.
* To regularly liaise with board directors from OCT /OCP in arranging and facilitating meetings for the CEO OCT.
* To liaise daily/weekly with key staff across OCT/OCP in relation to activities undertaken by CEO OCT.

# External:

* To relate to and understand the nature of relationships with key stakeholders both inside and outside of the organisation.
* To connect with people on behalf of the CEO OCT where appropriate, ensuring that messages are communicated accurately and that the right tone is adopted at all times. This involves knowing and understanding the current business that the CEO OCT is engaged in and what the implications are, how it affects people, how it changes priorities etc.
* To be able to identify high level contacts including media contacts and high value donors.

#### People management Responsibility

N/A

### General

* To support and contribute to the purpose of Oasis.
* To carry out any other duties as may reasonably be required by the CEO OCT.
* To take every opportunity to raise support for Oasis.
* Actively to participate in the wider life of Oasis

Signed (Employee): ………………………………………Date:……………………

Signed (Line Manager):…..…………………………. Date: …………………...

**Person Specification**

**Executive Assistant to CEO, Oasis Charitable Trust**

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|  | Essential | Desirable |
| Qualifications | * Educated to degree level or equivalent, or qualified by experience
 | * Post 16 qualifications Typing/shorthand/audio typing qualifications
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| Experience, Skills and knowledge | * Experience in a senior PA/EA role
* Experience of the charities sector
* Knowledge of Microsoft Office and other IT packages including data bases, Skype and OneDrive.
* An excellent standard of written and spoken English and be able to communicate effectively with a range of people.
* High level ICT skills and high level of attention to detail
* Excellent interpersonal skills
* Calm and adaptable with an ability to work within a flexible and busy environment
* Excellent organisational, prioritisation and time management skills
* Ability to anticipate and problem solve high levels of tact, diplomacy, discretion and ability to demonstrate absolute respect for the confidentiality of information.
* Excellent written and oral skills
* Experience of minute taking and servicing boards
* Able to demonstrate initiative and work unsupervised
* Experience of complex diary/travel management
* An understanding of working for an organisation with a geographically disparate workforce and a line manager who is often travelling
 | * Evidence of independent work
* Experience of effectively working with the public/community/customer focused environment
* Experience in desktop publishing programs such as InDesign.
* The drive and initiative to develop own use of new technologies to enhance the work of the administrative and clerical team
* Experience of working as an assistant to a business leader/CEO/Chairperson etc.
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| Personal Qualities | * Willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos
* Hold a clean driving licence
* An enthusiastic and effective team player
* Reliable, committed and self-confident
* Mature, flexible, proactive approach to work
* Commitment to safeguarding and promoting the welfare of children and young people.
* Willingness to undergo appropriate checks, including enhanced DBS checks.
* Quality focused in all aspects of work.
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