



Job Description

POST:	Executive Assistant and Project Manager
TEAM:	Oasis Restore Executive
RESPONSIBLE TO:	Chief Operating Officer (COO)
RESPONSIBLE FOR:	N/A
SALARY:	£48,000 plus Local Government Pension Scheme
LOCATION:	The post holder will benefit from flexible working between home and the Oasis London offices with some visits to the secure school location.
WORKING PATTERN:	Full time (39 hours) fixed term until 31st July 2024.
DISCLOSURE LEVEL:	Enhanced

About Oasis Restore

Oasis Restore is the country's first secure school that is a proof-of-concept policy initiative funded by the Ministry of Justice (MoJ) and the Youth Custody Service. Oasis Restore's mission is to transform the life chances of children aged 12-18 years in the criminal justice system through delivering psychologically informed, integrated practice that centres on trusted, safe relationships between staff and children. Oasis Restore is a learning community that embeds hope, stability, and opportunity for children beyond the secure school.

Job Purpose

This is a key leadership role, creating additional executive support and leadership capacity to deliver the country's first ever Secure School. This role will be responsible for supporting the Executive Team in the delivery of key workstreams in the project and in achieving organisational compliance and implementing effective audit, control, and reporting systems. This will involve matrix management and coordination of inter-dependent areas of work within the project and include stakeholder liaison with Ministry of Justice and the Youth Custody Service.

As an Executive Assistant and Project Manager, your day-to-day duties will involve:

- Ensuring the implementation of effective reporting cycles on behalf of the Executive Team.
- Supporting and managing the operational and organisational planning for the Executive function of the Secure Academy Trust including supporting Board meetings and report writing.

- Managing deliverables across multiple functions, supporting integration across workstreams, ensuring deadlines are met and risks and issues logged and escalated.
- Engaging and coordinating the support services (Education, Safeguarding, HR, Procurement, Estates, Marketing and others) promoting a collaborative working environment.
- Generating reports in support of the Executive Team for implementation or throughout the process of mobilisation of the new school.
- Prepare regular internal reports identifying current and potential risk and opportunities.
- Management of reporting and meeting cycles and diary management of Executive Team, as needed.
- Manage the work of the COO, planning and prioritising laterally across areas of foci and across stakeholder needs.
- Effectively applying Oasis Restore methodologies and implementing company policies and procedures.

Specific Responsibilities

Relationship Management

- Establish effective relationships and work closely with the Executive team, the school Senior Leadership team, Government departments and partners within the NHS throughout the mobilisation phase and initiating meetings/ communication in order to ensure smooth progress, in liaison with the COO.
- Proactively identify knowledge gaps and potential blockers to a successful mobilisation, bringing these to the attention of the relevant parties and ensure that accountability for resolution is identified and actions accepted.
- Under direction of the COO, liaise with Board members and its Chair to ensure timely communication and meeting planning, ensuring the Executive build effective communication and delivery of the Secure Academy Trust's governance cycle.
- To support engagement and reporting to Oasis Charitable Trust's Group CEO and COO, to ensure effective communication and updates are shared throughout the mobilisation phase of Oasis Restore Trust

General COO Support

- To manage the COO's diary, schedule and priorities, briefing the Executive as needed and liaising with other key stakeholders in preparation for meetings.
- To act as a conduit between the Executive and stakeholders to manage priorities, meeting cycles and reporting requirements, including Youth Custody Service and preparation for Readiness for Opening Meetings.
- To support the delivery of events and meetings from venue booking, sending invites, collating and distributing papers, preparing agendas, taking minutes, capturing actions and ensuring these are followed up in a timely fashion.
- To plan travel and make travel arrangements as required.
- To support recruitment activities, planning and delivery on behalf of the Trust as needed.
- To be prepared to act as 'generalist' support across leadership functions such as communication and planning.

Project management

- To support the Executive in deliverables of commercial and governance workstreams in Oasis Restore's mobilisation plan, including research, supplier procurement, budget management and developing audit, compliance, and control frameworks.

- To work with the existing project team and wider leadership team to support the management of key deliverables in the mobilisation plan for Oasis Restore, including managing risks and milestones across the programme.
- Take the initiative, prioritise, and connect interdependent areas of work and ensure communication, responsive planning is effective, timely and considered.
- To take the initiative in ensuring reporting cycles and deadlines are met across key areas of work across the programme using recognised project management techniques and Oasis methodologies.
- To provide challenge, accountability and promote adherence to recognised agile control processes within project workstreams as well as at an organisation level to ensure high levels of compliance, effective change management and reporting.
- To represent the Executive in correspondence and at meetings both internally and externally as and when required.

Communications, media, and marketing

- To draft communications and correspondence on behalf of the directors.
- In liaison with the Head of Communications team (Oasis Charitable Trust), support the directors with the communications function in the project during pre-opening phase and when open, having oversight of website content and aspects of social media and manage parent communications. This may include drafting marketing material, website design / update, posting on our social media and digital platforms and regularly updating on progress.
- To liaise at a senior level with external organisations and agencies that are of significant/strategic importance to the organisation, staff and other internal departments and stakeholders as required.
- To liaise with external service providers, consultants, contractors to resolve issues and deal with queries.
- To act as the point of contact for GDPR, FOI, SAR and be responsible for liaising with specialised /knowledgeable staff inside Oasis to plan and draft and appropriate response.
- To assist with the management of external events and be the point of contact for all media requests / contact related to the event.

Safeguarding and Compliance

- Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.
- You will need to take an active role in ensuring that we are meeting our safeguarding and Keep Children Safe in Education statutory obligations through attending regular training and following the principles learned at all times.

Other

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- This job description is not intended to be exhaustive.

Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	

Person Specification

Our Purpose

Oasis exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each academy community.

	Criteria (Essential and Desirable)	How it will be assessed
Values and Ethos	<ul style="list-style-type: none"> An unwavering commitment to safeguarding children. An enthusiasm for demonstrating commitment to the values and behaviours which flow from the Oasis ethos. Understands the importance of cohesion, diversity, and inclusion for a team to be effective and transformative. 	A, I
Behavioural Competencies	<ul style="list-style-type: none"> Have a belief that providing the best care for children depends on the foundation of building deep and trusting relationships and the integrity to be true to your word, principled, respectful and self-aware. Be willing to show curiosity, creating the ability for others to explore and discover the world around them and themselves. To be able to persevere through difficulty and remain open to new experiences and information, knowing our goals are worth the effort. Ability to build relationships, maintain boundaries and create a culture of belonging and supporting one another to be the best we can be. An interpersonal style that is direct, diplomatic and compassionate, willing to change in response to interactions, reflective, engaging, honest, trustworthy, culturally competent and sensitive. Ability to work collaboratively with key decision-makers, promoting partnership working within and between teams and demonstrating the ability to seek out and harness the views and contributions of others. The capacity to reflect on yourself and to model this self-reflection to others, understanding that the information transmitted by turbulent emotions in the workplace is a useful 	A, I, AC, UT

	Criteria (Essential and Desirable)	How it will be assessed
	<p>source of data about what is going on and should be welcomed and explored, in yourself and in all colleagues.</p> <ul style="list-style-type: none"> • Curiosity and flexibility are a must; no two days are the same and you will be required to recognise when something is not working and be able to alter your approach accordingly. • Resilience and a capacity to respond calmly to high levels of risk and anxiety in a pressurised environment and deal effectively with other's stress, anxiety and the unanticipated 	
Qualifications	<ul style="list-style-type: none"> • Degree or higher-level education equivalent (<i>Exceptional candidates without higher level qualifications will be considered where extensive employment experience clearly demonstrates the necessary skills and experience required for the role</i>) • PRINCE 2 Practitioner or equivalent (desirable) • CIPD Change Management qualifications (desirable) 	A, UT
Experience, Skills, and Knowledge	<ul style="list-style-type: none"> • Experience of change management and/or project management • The successful candidate will require some previous experience in an executive or management support function in public sector, preferably in education, care, or local government sector (desirable) • Demonstrable experience of organising and managing deliverables across different services and stakeholders • Competent with the use of all Microsoft packages, with the ability to produce own documentation, spreadsheets, and reports. • Effective and competent presenter and communicator at all levels. • IT & systems literate, use of IT systems to provide/monitor data within the Quality Assurance and other management reporting systems. • Proven collaborative style of working with both colleagues and external stakeholders. • Strong attention to detail. • Ability to manage, prioritise and think laterally to assimilate information and create meaningful action to complete tasks and create coherence and clarity. • Ability to take ideas into plans, actions, and tangible tasks. • Ability to communicate - verbally and in written form – to a range of stakeholders, condensing complexity to manageable information exchange with clear asks, deadlines, and openness to support. • Ability to use widely used project management techniques. • Has awareness of audit, control and governance systems used at organisational level in public and/or charitable sector. 	A, I, UT

*A= Application form

I= Panel interview

AC= Assessment Centre

UT= Unseen task, Mini Teach, Presentation