



# Job Advert

<b>JOB TITLE:</b>	<b>Executive Assistant and Project Manager</b>
<b>CLOSING DATE:</b>	9am on Thursday 24 <sup>th</sup> August 2023
<b>START DATE:</b>	As soon as possible
<b>SALARY:</b>	£48,000 + Local Government Pension Scheme
<b>LOCATION:</b>	The post holder will benefit from flexible working between home and the Oasis London offices with some visits to the secure school location.

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**Are you a talented Executive Assistant and Project Manager looking for a new challenge?**

**Do you have a passion for making a difference and helping to build something truly special?**

Look no further than Oasis Restore!

As the first secure school in the UK, Oasis Restore is entering a new phase of the project to mobilise and we need a proactive, hands-on Executive Assistant and Project Manager to help us successfully deliver a multifaceted and fast paced project.

## The role and what we are looking for

We are looking for someone with grit, determination, and emotional intelligence, with a strong track record of success in both executive assistance and project management. You'll need to be able to hit the ground running, managing a wide range of tasks and projects deadlines with ease, and have a keen eye for detail.

Providing executive support to our Chief Operating Officer (COO) and Chair of Board of Trustees, with a range of administrative tasks, diary management, and project coordination, this role will involve working closely with the Trust's Executive and senior leadership team, representing the COO as required, managing stakeholder engagement with lateral thinking skills, tracking deadlines, and developing existing project tools to support delivery and reporting risks. You'll need to be organised and a strategic thinker with excellent communication skills, able to build strong relationships with stakeholders at all levels and have a proven ability to work under pressure.

Experience of opening new provision within the education, children's social care sector or working with central government is desirable.

If you're looking for an exciting new challenge and want to be part of something truly special, we want to hear from you! Apply today and become part of the Oasis Restore team.

## Our Secure School

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. To read more about us please visit our website [www.oasisrestore.org](http://www.oasisrestore.org).

## Our offer to you

As a newly established subsidiary of the Oasis Charitable Trust, you enjoy the benefit of being part of a national organisation that aims to support all staff to reach their full potential and a once in a lifetime opportunity to create, develop and grow a new collaborative and innovative values-based organisation.

- A mixture of one to one and group reflective practise, coaching & supervision sessions as well as regular line management.
- Experience an Appraisal policy that decouples pay and performance.
- An elected staff forum to listen to, and act on staff feedback.
- Access to a competitive defined benefit pension scheme (either the Teachers Pensions Scheme or Local Government Pension Scheme subject to individual scheme rules).
- 33 days annual leave including bank holidays, rising to 35 days after two years.
- Subject to meeting basic eligibility criteria, be entitled to up to 8 weeks full-pay and 18 weeks half-pay paid maternity/adoption/shared parental leave (based broadly on the NHS Employers scheme).
- Subject to meeting basic eligibility criteria be entitled to up to 3 weeks fully paid paternity leave.
- Paid time off to attend antenatal appointments (those staff who are either pregnant or whose partner is pregnant)
- Have a structured and bespoke induction training plan plus a training offer bespoke to our context leading to a level 4 qualification in the therapeutic care of adolescents.
- Receive the same offer of sick leave pay (based broadly on the length of service in the national 'Green Book' framework) from Day 1 of employment.
- Up to 5 days discretionary paid compassionate/emergency/general leave plus further discretionary unpaid leave
- Up to 4 weeks paid parental bereavement leave plus up to 5 days paid bereavement leave for the death of other specified close relatives.
- Expenses and travel costs incurred as part of the working day (as appropriate, not including travel to work)
- Access to an eye care vouchers scheme, season Ticket Loans, a cycle to work scheme and free car parking.
- We are in the process of setting up a new employee health care cash plan and employee discount scheme.

We are also willing, if requested, to offer **4 day working patterns** for the successful candidate with a pro-rated salary or alternatively condensed 39 hours over 4 days.

## What are you waiting for? Apply today

**Closing Date: 9am on Thursday 24<sup>th</sup> August 2023**

**Interviews: Friday 1<sup>st</sup> September 2023**

## **Safeguarding and Pre-Employment Checks**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks including references and right to work checks. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children.

This post is also covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

## **Equality, Diversity, and Inclusion**

At Oasis Restore we recognise that our team is strengthened by the knowledge, experience and insights people from a wide range of backgrounds can bring. These beliefs and values are underpinned by decades of work and experience that Oasis has had in a wide range of sectors including education, housing and youth-work supported further by a wide range of independent research and studies elsewhere which evidence that creating teams with diverse experience and perspectives, and encouraging healthy debate, reduces the risk of 'blind spots' that often form barriers to success.

Oasis Restore aim is to attract and retain the very best diverse talent and role models to help create an innovative, caring and extraordinary working environment for our staff, that enables us to deliver exceptional, caring and psychologically informed learning experience for our students. We would therefore like to encourage applications from people with varied skillsets, life experiences, and from different backgrounds and sectors to help shape Oasis Restore. If you can demonstrate some of the criteria and believe you have what it takes, then we'd love to hear from you.

Given the nature of our work we also welcome applications from candidates with the following lived experience:

- Experience of working successfully with challenging people who have multiple and complex needs.
- Personal experience of the criminal justice system, or lived experience of the issues facing this client group (i.e. involved in gangs or knife crime).
- Knowledge of the issues facing this client group, such as gangs, knife crime, social exclusion and isolation, child criminal exploitation, adverse childhood experiences and trauma.
- Ability to actively listen and motivate young people.
- Ability to be a positive role model, demonstrating the virtues of a crime-free life to young people.

We're also very happy to answer any questions you may have so please don't hesitate to get in touch at [recruitment@oasisrestore.org](mailto:recruitment@oasisrestore.org).

*\*The Equal Opportunities Form will not be shared with anyone involved in processing your application. Please complete this as part of the application process. Please note that if you have a disability and you require this form or submitting the information with regard to this form in another format, such as in larger print, please contact the People Services team.*

