

EXECUTIVE ASSISTANT

Recruitment Pack

November 2023



Job Advert



Job Title: Executive Assistant

Responsible to: CEO

Salary: £ 11.12 per hour employed by *Survive* or
£16.00 per hour self-employed

Contract: Permanent

Hours: 5 hours per week, to be worked flexibly across the
month

*This role could be combined with the Finance and HR Administrator
role*

Location: York/Hybrid

This new role will provide high-level support to the CEO and the Board of Trustees in ensuring the governance of the charity runs smoothly.



About *Survive*



Survive helps survivors of rape, sexual assault or child sexual abuse rebuild their lives, relationships and reach their potential by delivering specialist services.

Survive was started in York in 1990 by a group of women who wanted to help women survivors of child sexual abuse find ways to heal through their shared histories of child sexual abuse.

Over three decades later and *Survive* now offers 1-1 support work, counselling and trauma therapy in York, across North Yorkshire and in the East Riding of Yorkshire to **any adult survivor** of any sexual violence including rape, sexual assault or child sexual abuse. *Survive* also operates a helpline for those affected directly or indirectly by sexual violence and has a small library of self-help books covering a range of subjects – from inspirational survivor stories and coping with the impact of sexual trauma to recognising and managing mental health conditions such as anxiety and depression.

Our values of being **Inclusive and Enabling**, offering **Hope** and showing **Integrity** and **Courageous Advocacy** underpin everything we do.

Survive is a great place to work!



For Survive-employed roles, we offer:

- a comprehensive induction
- all the equipment you need to carry out your role
- flexible working
- CPD and training to help you in your role
- health and wellbeing benefits package
- regular team activity opportunities
- 5% pension contribution

Survive pays at least the Real Living Wage to all employees and contractors (salary uplifts to meet the RLW are applied in April each year).

Survive is a Disability Confident committed employer

What our staff and volunteers have to say:



- ❖ *Survive* has a great working environment and supportive team
- ❖ *Survive* has been the most supportive working environment I have had in a very long time - and I am thankful to have found such a lovely organisation to work for
- ❖ *Survive* is a lovely place to work and we provide a valuable service to people who need it
- ❖ I feel I am trusted and supported, I have access to all the support I need to achieve the high standard of work *Survive* gives across North Yorkshire

Quotes taken from the *Survive Work and Wellbeing Survey 2023*

Job Description



Outline of main duties

Board of Trustees

- Attend bi- monthly Board of Trustee meetings
- Assist with preparation of board papers
- Take and circulate minutes
- As required, following up on appropriate actions
- Administrative support to the Chair
- Organise Trustee inductions and ongoing training

AGM

- Liaise with the Chair of trustees to set the date and agenda for the day in accordance with the Articles of Association
- Ensure that the CEO and other Board members have all that they need for the day
- Send invites and papers to members
- Take and circulate minutes

Governance

- Maintain corporate calendar and remind relevant personnel of forthcoming deadlines
- Keep policy folder up to date
- Upload new or updated policies
- Disseminate policy updates to the *Survive* team via internal comms
- Ensure policies are reviewed by relevant sub committee when due

CEO Support

- Administrative support to the CEO, including taking and circulating minutes of internal meetings and workshops

Person Specification



Knowledge and experience

- Previous experience of supporting a Board, Senior Team or CEO
- Experience of using Microsoft Office especially Excel, Word and Outlook
- Understanding of GDPR legislation, confidentiality and inclusion
- Experience or knowledge of the charity sector would be desirable
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Skills

- Good standard of verbal and written English
- Accuracy and attention to detail
- Good communications skills
- Able to manage your own workload and meet timescales

Person Specification



Personal

- An interest in the work that *Survive* does to support survivors of sexual trauma
- A commitment to uphold and work towards *Survive's* values
- An interest in continuing your personal development and learning

Application Process



Successful candidates will need to undergo DBS checks (costs covered by *Survive*).

Survive is pleased to be a Disability Confident committed employer:

- challenging attitudes towards disability
- increasing understanding of disability
- removing barriers to disabled people and those with long-term health conditions
- ensuring that disabled people have the opportunities to fulfil their potential and realise their aspirations

Survive is committed to building a team that represents a variety of backgrounds, perspectives and skills, as the more inclusive we are, the more we can provide a better service to our clients. *Survive* welcomes applications from those who have been subjected to sexual violence, those who have been indirectly affected by sexual violence and from people in recovery; people of colour, people from the global majority; disabled people; and people from the LGBTQIA+ community.

Application Process



To apply – please send your CV and a covering letter explaining how you meet the person specification and have the experience and skills listed in the job description. Email to recruitment@survive-northyorks.org.uk

If you would like our application pack in another format or wish to discuss how we would make adjustments for you to take on this role, please contact recruitment@survive-northyorks.org.uk or call Jane on 07597023450.

Applications to be received by 9am on Monday 27th November 2023. Interviews will be held online or in person in York