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Contract Type:	Fixed term until January 2020
Location:	Any Teach First local area office
Level:	2
Hours:	Full Time
DBS required:	None
Salary:	£31,510 (roles based in London will also receive £3000 London Weighting Allowance)

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## Executive Assistant to Recruitment and Programme Delivery

### Purpose of the team:

The Recruitment directorate is responsible for the recruitment of participants across all Teach First programmes, from graduates through to experienced hires, creating a compelling proposition for all audiences and managing a high quality integrated recruitment process from attraction to allocation. The Programme Delivery directorate is responsible for the large scale delivery of all Teach First's programmes at the local level, ensuring high quality against objectives and optimum efficiency.

### Purpose of the role:

The Executive Assistant (EA) will provide critical planning and comprehensive support to the Executive Directors (2) of both the Recruitment and Programme Delivery directorates. Your role will enable them to oversee large, ambitious, and geographically dispersed teams in the most highly organised, effective and efficient way possible.

The EA will be expected to lead, influence and support a range of people across different levels of experience whilst providing exceptional support to the EDs. You will therefore deliver impressive results both independently and with teams. You will be prioritising a constant, variable flow of work, in an extremely fast paced, buzzy and ambitious environment. You will boldly and proactively orchestrate a complex diary of demands in order to ensure that the EDs' time is being used effectively to achieve high impact outcomes. You will successfully balance a wide variety of activities and routines to offer a comprehensive package of quality support to both Executive Directors.

### At this level you will:

- **Impact:** Provide proactive and responsive administrative support to maximise ED time
- **Communication:** Confidently manage stakeholder relationships at all levels both internally and externally
- **Innovation:** Use initiative to proactively maximise the use of the EDs' time
- **Knowledge:** Have a solid understanding of the Recruitment and Programme Delivery directorates, departments and objectives.

### Your responsibilities will include:

- Be a trusted, candid, bold and reliable right hand support to the Executive Directors of Recruitment and Programme Delivery
- Proactively ensure full understanding of the priorities and challenges of the EDs and their teams
- Proactively organise and then manage the planning, preparation and tracking for all the meetings and work that the EDs are responsible for

- Manage and lead clear communication both internally and externally for the directorates through reporting and other forms of communications
- Confidently manage stakeholder relationships at all levels and seniority both internal and external to the organisation
- Extensive diary, meeting and events management for the EDs; identify the impact of changes on other activities and individuals, taking appropriate action; take a holistic view of time management and use initiative for prioritisation; make decisions on the appropriateness of accepting invitations sent to the EDs
- Use own initiative to proactively maximise the use of ED time including advance calendar events planning and overall organisation of the year
- Prepare briefs, pre-meeting intelligence and support documents for ED meetings, speeches and activities
- Make extensive travel and accommodation arrangements for the EDs taking into account the most cost effective and agile options
- Screen incoming calls, deal with queries from internal and external stakeholders and resolve these or coordinate appropriate responses. Where appropriate, screen emails for the EDs, prioritise enquiries and respond on their behalf
- General comprehensive administrative and wellbeing support, including processing and monitoring expenses, budget and ensuring wellbeing priorities are modelled by the EDs and their senior teams
- Build a strong relationship with the EDs' senior teams and other relevant stakeholders
- Demonstrate shared ownership for the priorities of the Recruitment and Programme Delivery directorates
- Implement and manage effective organisational systems of routines to oversee the multiple strategic work streams each ED is accountable for
- Ensure that actions with a past or near deadline have been followed up through liaison with colleagues across the organisation

*The critical responsibilities of this role are described above. They may be subject to reasonable changes from time to time in line with business need. As part of the role you may be required to travel to other UK locations from time to time. You will also be required to attend away days/retreats and the annual "Offsite" event which is mandatory for all employees.*

## Person Specification

### Essential skills and experience:

- **Delivering Results:**
  - Establishes accountability for work and/or projects and takes ownership through to completion
  - Consistently delivers high quality work on time and against commitments
- **Improving & Innovating:**
  - Able to analyse issues and escalate as appropriate to improve, change or adapt outputs to contribute to a more efficient way of working
- **Communicating & Influencing:**
  - Promotes dialogue with key stakeholders through active listening, effective questioning and challenging, where appropriate

### Desirable skills and experience:

- **Project Management:**
  - Manages and monitors multiple projects and handles obstacles effectively
- **Knowing the Market:**
  - Has a deep understanding of Teach First's strategic position, it's stakeholders, partners and how external market factors influence its operations.

**All our employees are expected to model our values and help others to do so.**

### **Benefits**

Teach First's core benefits include 27 days holiday per annum (3 of which must be taken during the one week holiday shutdown period between Christmas Day and New Year's Day), participation in the pension scheme via Salary Exchange (with an employer contribution of up to 6%), life assurance, income protection and private healthcare. Through our flexible benefits platform access to childcare vouchers, interest free travel season ticket loan, subsidised dental membership, health screening, discounted gym membership, travel insurance, GAYE and the option to buy/sell annual

### **How to apply**

To apply for a vacancy at Teach First you are required to complete an online application form. Please have your CV and covering letter ready to upload. If you are an internal candidate, please apply via your HR Self Service menu after informing your line manager of your interest.

### **Next steps**

We aim to provide feedback to all applications within 10 working days from the closing date. For this role first round interviews will take place on 31<sup>st</sup> January 2019 with second round interviews as required.