



Executive Assistant and Office and Marketing Coordinator

Salary: £29,500 - £34,000 starting salary, depending on experience (includes £3,500 London weighting), plus employers' pension contribution and 25 days annual leave

Location: London

Contract: Full time, permanent

About Fair4All Finance

Fair4All Finance has been founded to support the financial wellbeing of the most vulnerable people in society. Our ambition is to increase access to fair, affordable and appropriate financial products and services. We are funded by dormant assets money for financial inclusion.

We are currently working on our first multi-year strategy, which will be in place by autumn 2019. Our initial focus is on addressing the problem of access to affordable credit by providing support and funding for the affordable credit market. Our intention is to deliver pilot programmes where we support small affordable credit providers to scale up or to disrupt the sector more broadly. We have also been commissioned by the HMT Financial Inclusion Policy Forum to explore how data currently works for poorer and vulnerable customers and are developing a fair and affordable credit standard.

Role purpose

As the Executive Assistant and Office and Marketing Coordinator, you will play a vital role in supporting Fair4All Finance to achieve our mission and deliver our ambitious strategy.

Our new Chief Executive is an inspiring leader who is leading work to evolve and deliver a strategy for Fair4All Finance that supports the financial wellbeing of the most vulnerable people in society. This is an exciting opportunity to work closely with her and play a pivotal part in establishing the successful functioning of a small ambitious team and the organisation.

You will develop and deliver a comprehensive organisational, administrative and management support service to the CEO and wider Fair4All Finance team. You'll be dealing with a wide range of external and internal stakeholders and will be the first point of contact for the Chief Executive. You will build strong working relationships within the team, across the organisation and with our external stakeholders in order to help Fair4All Finance achieve our goals.

What we are looking for

This role will suit someone who has great experience as an EA at executive level and would be excited at the opportunity to be involved across all aspects of the organisation to ensure we are operating efficiently and effectively to deliver on our purpose. As part of a small and ambitious team, the post holder will have visibility of all areas of the organisation and have the opportunity to really help with shaping Fair4All Finance at this nascent stage.

As EA to the Chief Executive, you will exercise sound judgement to tackle issues arising, you will have the confidence to push back as needed and take a proactive approach to problem solving. You will work across the team at all levels and be comfortable working with a wide range of external stakeholders.

You will additionally need excellent communications skills and the ability to write accurately with excellent attention to detail, producing clear and compelling communications including emails, blogs, reports and meetings notes.

The role & responsibilities

CEO and Team support

- Support our CEO in all aspects of her role; helping to manage time and priorities, co-ordinate meetings, ensure she is fully prepared with relevant information packs for all meetings and help to follow-up agreed action points
- Quickly learn how the business operates and who our key stakeholders are and develop the ability to anticipate what is required to support the handling of our most important stakeholders
- Assist the CEO with the preparation of PowerPoint presentations, speeches and projects as requested and to track work across the organisation to ensure the nominated team members undertake actions within the agreed timeframe
- Coordinate and manage stakeholder engagement events including workshops and webinars which convene key stakeholders from across the sector and government
- Facilitate the planning of routine meetings for the CEO and attend meetings to take minutes and follow up on action points
- Provide general administrative services including diary management, booking meetings, planning events, organising travel and preparing travel itineraries
- Read, research, summarise documents, reports and articles, and advise the CEO of current sector developments, etc.
- Develop, maintain and review the CEO's admin systems to achieve efficiency
- Support the good functioning of the Board of Directors in all related matters

Office management

- Support the CEO to build a vibrant and dynamic organisational culture, ensuring relevant information is shared amongst the team, and deal with or flag any issues to the CEO when required
- Work with the Operations lead to ensure the organisation complies with all policies, procedures, legal and regulatory requirements
- Manage the day to day relationship with the IT contractors
- Manage the process for the creation of new email address and ordering of hardware and software for new starters

Marketing and communications

- Update the Fair4All Finance website with new content and share relevant news and updates on social media, liaising with the wider team to gather new content
- Collaborate with the wider team to produce marketing plans for events, including creating promotional materials and helping coordinate and run events such as parliamentary or programme receptions
- Support with the production of media releases/statements and marketing materials such as brochures, banners and impact reports

- Support members of the team with stakeholder communications and basic marketing requests

Skills and experience

- At least three years' experience supporting a senior management team member
- Excellent written and verbal communication skills and an ability to build rapport, put people at their ease and sustain productive relationships
- First-rate stakeholder management skills – both internal and external
- Excellent time management and organisational skills with the ability to understand the strategic context of their work and use that to help prioritise
- A pro-active attitude and problem-solving mentality
- A values match and commitment to the organisation's mission and goals
- The ability to work autonomously and to recognise when to act and when to seek and take advice
- A passion to make a difference
- Flexibility and confidence to handle changing demands

Person specification

- Detail orientated
- Adept at presenting information in a concise and relevant manner
- A quick learner and responsive to working in a changing environment
- One step ahead of what is coming next and juggling priorities accordingly
- Confident interacting with CEOs and key senior stakeholders

To apply

To apply for the role, please submit your CV and a cover letter detailing both your motivation for applying and how you meet the criteria for the post.

Cover letters should be no more than 600 words and should be saved into a single PDF along with your CV.

Please send applications to jobs@fair4allfinance.org.uk with the subject: EA Coordinator Application + Your Initials

Deadline: Midnight, Sunday 15th September 2019