

## Job Description: Executive Assistant

**Job Title:** Executive Assistant

**Responsible to:** Director

**Salary:** £30-35k dependent on experience

**Hours:** 35 hours

**Term:** Permanent

**Location:** London & working from home

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**Job Summary:** As the Executive Assistant you will provide administrative support to the Foundations Director and Founder, Harris Bokhari OBE enabling them to focus on strategic initiatives and assist them to effectively manage their responsibilities. This role requires exceptional organisational skills, strong attention to detail, discretion, and the ability to handle confidential information. You will play a critical role in ensuring smooth operations and efficient organisational communication between various civil society roles.

### Duties and Responsibilities:

1. Administrative Support:

- Manage calendars, schedule appointments, and coordinate meetings and travel arrangements.
- Prepare and organise documents, presentations, reports, and correspondence, ensuring accuracy and attention to detail.
- Prioritise and manage incoming communications, including emails, WhatsApp messages, phone calls, and mail, responding when necessary.
- Handle and prioritise sensitive and confidential information with discretion and always maintain confidentiality.
- Basic data entry and ordering as required

2. Meeting Coordination:

- Prepare agendas, coordinate logistics, and other internal and external meetings.
- Take minutes and accurately record decisions and action items during meetings, distributing them to relevant stakeholders.
- Follow up on action items and ensure timely completion of tasks, tracking progress and deadlines.

3. Communication and Relationship Management:

- Serve as a liaison between Harris and the various Directors, internal teams, external stakeholders, and the board of directors.
- Draft and edit communications, including emails, memos, and reports, on behalf of the Foundation or relevant Directors.
- Draft speeches and articles, when required
- Manage and prioritise incoming communications, screening calls and inquiries and redirecting them appropriately.
- Build and maintain positive relationships with stakeholders, representing the Foundation and the organisation professionally and courteously.

4. Event and Project Coordination:

- Assist in the planning and coordinating of special events, and fundraising activities, including logistics, invitations, and attendee management.
  - Support special projects and initiatives, coordinating tasks, deadlines, and resources as needed.
  - Conduct research, gather information, and prepare reports or presentations for specific projects or assignments.
5. Administrative Systems and Processes:
- Develop and maintain efficient administrative systems, including filing systems, document management, and record keeping.
  - Identify opportunities for process improvement, implement streamlined systems, and enhance overall efficiency.

### Person Specification

Education, Qualifications and Training	Essential/Desirable
Numerate and Literate to a Degree Level	D
Knowledge	
A basic understanding of underrepresented, disadvantaged and minority communities	E
Knowledge of the charity sector	D
Experience and Skills	
Excellent administration skills, organised and efficient with good attention to detail.	E
Excellent relationship-building and interpersonal skills, able to liaise well and respond to enquiries from various people and organisations, using email, phone, and face-to-face communications.	E
Good organisational skills, able to juggle a range of roles and challenges.	E
Experience in using and maintaining a database, ensuring quality and accuracy	E
Experience in office or facilities management.	E
Experience organising events or meetings, logistics, and administration.	D
Experience in financial administration.	D
Computer literate with experience and confidence in using a range of office software packages and online platforms.	E
Personal Qualities	
Ability to maintain confidential and sensitive information	E
Strong time management skills, with the ability to work well under pressure and to organise and meet deadlines.	E
A self-starter and team player, able to work both independently and collaboratively.	E
Values and promotes diversity	E
Able to work independently whilst working as a team player	E
Values	
Desire to support disadvantaged and minority communities	E

**Application Procedure**

- Submit your CV (no more than two sides) and letter of application demonstrating in full how you meet the person specification
- Your CV should include two referees: Please give the contact details of two people we are able to contact for references, one of whom should be your most recent employer. Please indicate your relationship to them (they should not be friends or relatives). The referees must be able to comment on your knowledge and experience and your ability to do the job you have applied for.
- Fill out Equal Opportunities Questionnaire and please attach when applying.
- Email to [Recruitment@nazlegacy.org](mailto:Recruitment@nazlegacy.org) with subject: Application: Executive Assistant

**Recruitment timeline**

We are interviewing suitable applicants as and when they apply. We encourage early applications.

**Application Deadline:** Friday 24<sup>th</sup> November, 12pm