



Job Title	Executive Assistant, Executive Leadership Team
Line Manager	CEO
Salary	£30,718 (plus £2,000 London weighting)
Contract	Permanent
Hours	37.5 hours per week
Based	London (Millbank). Although we are a hybrid organisation and will enable you to set up an office to work effectively from home, we do think in-person connection time is important. After your first month in this role, we expect you to be connecting face-to-face with colleagues on at least 3 days per month. In your first month, we'll ask you to be in offices a little more regularly than this to make sure you're getting to know your key colleagues and feeling connected to the organisation.
Benefits	36 days' holiday (inclusive of bank holidays) increasing by 1 day per year up to a maximum of 41 days, employer contribution to pension, interest-free season ticket loan, professional development day allowance + budget, health cover cash plan
Start Date	December 2022 subject to availability

The Organisation

We mobilise the PhD community to support students who are less advantaged to access the most competitive universities and succeed when they get there.

Between 2021 and 2026, we will work with 100,000 students across the UK to help them to develop the knowledge, skills and confidence to access the most competitive universities. We estimate that this will result in 30,000 of these young people progressing to a competitive university. By the end of the decade, one in ten state school students at the most competitive universities will be a graduate of The Brilliant Club's Scholars Programme. We will also support 11,000 students from disadvantaged backgrounds to succeed once they enter universities. Our access and success goals are underpinned by three enablers; communities, capabilities and consultancy.

Every member of The Brilliant Club contributes to the success of our strategy. We hope that you'll consider joining us, as we work to create a fairer society where no child's education is limited by their background.

The Opportunity

This role requires a proactive and well-organised approach. The role exists to give support across the Executive Leadership Team including PA and diary support, liaising with the board of trustees to support governance processes including trustee onboarding, scheduling, and minuting senior level meetings, and managing filings with relevant external bodies.

Candidates for this role should be comfortable working in a busy, efficient, and high-performing team. We are seeking someone with good attention to detail and people skills. You will have a positive approach and be comfortable with a range of duties that vary from day-to-day. You will be interested in developing different skills and be committed to working with individuals across the charity. You will champion the charity's values and embody them in interactions with colleagues. You will be willing to learn and have a can-do attitude.

The Brilliant Club exists to increase the number of pupils from underrepresented backgrounds progressing to highly selective universities. We think it is important that our charity reflects the lived experience of our beneficiaries, and we want to be an organisation where employees from any background can thrive. We particularly welcome applications from disabled, Black, Asian, and Minority Ethnic, Lesbian, Gay, Bi, Trans including non-binary candidates, and candidates from low-income families. These groups are currently underrepresented at The Brilliant Club, and we are committed to increasing representation and diversity at the charity.

This is a great opportunity to join The Brilliant Club Team at a time when we are moving into a new stage in our organisational growth. We are excited to meet candidates who want to join us on this journey. We request that applications clearly meet the requirements of the job specification and explicitly refer to the role.



To Apply	Please click here to submit your application. Please note that we will not consider applications that do not refer to this post.
Deadline	Monday 21 st November at 10am
Interviews	First round interviews Monday 28 th November; Second Round Interviews Thursday 1 st December
Further Details	Please visit www.thebrilliantclub.org or call Nato Asaturov on 020 3005 3341

<p>Person Specification</p> <ul style="list-style-type: none"> • Essential – Relevant work experience or an undergraduate degree • Desirable – Previous work experience in a professional environment • Desirable – Previous administration experience 	
<p>Role Specific Knowledge and Skills</p> <ul style="list-style-type: none"> • Essential – Good personal organisation, conscientiousness, and attention to detail • Essential – Good writing skills, including copywriting, proofreading, and editing • Essential – Ability to confidently deal with internal and external stakeholders • Essential – Ability to deal with sensitive issues and to demonstrate confidentiality • Desirable – Good working knowledge of Microsoft Office and ICT systems 	
<p>Key Areas of Responsibility</p> <p>The following areas of responsibility are the core of the role. However, the role is flexible and will vary according to the needs of the team, and the background and experience of the successful applicant.</p> <p>PA Support, Diary, and Email Management</p> <ul style="list-style-type: none"> - Manage scheduling for the Executive Leadership Team, this will include scheduling meetings and travel - Liaising with external stakeholders and attending events to write briefings - Manage administration support for the Executive Leadership Team including expenses, orders, logistics <p>Governance and Trustees</p> <ul style="list-style-type: none"> - Liaising with our Board of Trustees and sub-committees to schedule meetings, circulate papers, record actions and update declarations - Managing the process of producing Board of Trustee papers with colleagues including collating and proofing high quality packs - Supporting the Executive Leadership Team with onboarding and training processes for trustees - Ensuring that filings with the Charity Commission and other regulators are up to date <p>General Administration</p> <ul style="list-style-type: none"> - Support with documentation, e.g., proofreading, and reformatting documents - Manage the filing, signature, and storage of documentation <p>Meetings and Event Planning:</p> <ul style="list-style-type: none"> - Support with external meetings including setting up rooms, welcoming guests, etc. <p>Wider Support</p> <ul style="list-style-type: none"> - Support The Brilliant Club's wider activities as a university access charity, e.g., attending trips and tutor assessment or training events - Support key charity events e.g., annual all staff residential - Administrative and logistical support across all the Charity's activities as required 	

<p>Safeguarding at The Brilliant Club</p> <p>The Brilliant Club is committed to proactively safeguarding children, beneficiaries, and staff and to taking reasonable steps to protect all those who come into contact with the Charity from harm. The safety and welfare of everyone affected by the Charity's activities, especially children, is a key governance priority.</p> <p>As part of our recruitment and selection process and commitment to safeguarding, we will undertake a Disclosure and Barring Service (DBS) check of all individuals in this role. Any offer of employment will be subject to a satisfactory disclosure report.</p>	
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