

# Job Description

About the role	
<b>Job title</b>	EA to the CEO and Chair
<b>Reports to</b>	CEO
<b>Salary</b>	£36,000 per annum
<b>Hours</b>	Full-time post, 35 hours per week
<b>Location</b>	Hybrid (40% of time in our central London offices)

## Introduction

Paul Hamlyn Foundation was established by Paul Hamlyn in 1987. He left most of his estate to the Foundation, creating one of the largest grant-making foundations in the UK.

We use our resources to support social change, working towards a just and equitable society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **vision** is for a just society in which everyone, especially young people, can realise their full potential and enjoy fulfilling and creative lives.

Our **mission** is to be an effective and independent funder, using all our resources to create opportunities and support social change. We partner with inspiring organisations and individuals to put them at the heart of leading change and designing solutions to overcome inequality.

We are committed to being an anti-racist organisation. This commitment drives how we work, who we work with and how we make decisions. You can read more about our commitment to Diversity, Equity, and Inclusion (DEI) [here](#).

We have **five funding priorities** where we wish to see change for our work in the UK:

- Investing in young people
- Migration
- Arts
- Arts Education
- Nurturing ideas and people

Our values are important to us and we work to and carry them through all our activity.

## Role Overview

The Foundation is led by a Chief Executive supported by a Senior Leadership Team. The Foundation is governed by a Board of Trustees which is chaired by James Lingwood and includes both Jane and Michael Hamlyn, the children of Paul Hamlyn.

### **What will be my main contribution?**

In this pivotal role, you will support the Chief Executive and Chair in leading the Foundation and play a crucial role in ensuring the organisation runs efficiently. You will ensure that the diaries and offices of the Chief Executive and Chair run smoothly, through diary management and proactive administrative support. You will prepare and coordinate key documentation, oversee governance administration and ensure key meetings run well including the Board, sub-committees and Senior Leadership Team meetings. You will also act as a key point of contact for Trustees, supporting recruitment, induction, training, and the preparation and distribution of Board papers.

### **Who will be managed by?**

You will report to the CEO.

### **Who will I line manage?**

You will have no formal line management responsibility. However, you will be expected to work in a small and fully interconnected structure that relies on collaboration, flexibility and the ability to operate within both formal and informal reporting relationships.

### **What other key internal relationships will I have?**

You will work closely with other members of the Finance and Resources team and the Executive Assistants who support our other Directors.

## Main Responsibilities

### **EA support**

- Provide proactive, comprehensive executive support to the CEO and Chair including diary management, travel arrangements, expenses and correspondence support to both roles and inbox management for the CEO. Take action or refer matters to others as needed using sound judgement.
- Support the CEO and Chair to prepare for key meetings, ensuring appropriate information is provided. Ensure their meetings run smoothly including welcoming visitors, setting up rooms and arranging catering, as well as taking minutes and following up actions when required.
- Anticipate and prioritise competing demands to ensure the CEO and Chair have the relevant information to use their time effectively and plan ahead.
- Act as a trusted, central point of contact for the Chair, CEO and Directors, ensuring consistency and clarity of information across teams and maintaining strong working relationships. Uphold professionalism and discretion of the Chair, CEO and Senior Leadership Team.

- Support Senior Leadership Team meetings and awaydays including forward planning, agendas, papers, logistical support, minutes and following up on actions.
- Provide logistical support to the India team for their visits to the UK.
- Provide light-touch diary support to Jane Hamlyn, Appointer on the Board of Trustees.
- Provide cover for the Foundation's other EAs, when needed.

### **Governance support**

- Organise and schedule Trustee meetings, including the Board, sub-committee meetings, away days and ad hoc meetings and ensure they run smoothly, including catering and IT requirements.
- Coordinate Board paper preparation and forward planning, including proofreading papers, preparing the Chair's briefing and circulating papers using Board management software. Provide equivalent support for other trustee meetings as needed.
- Record accurate minutes and follow-up actions relating to Trustee meetings and maintain oversight of action log.
- Maintain trustee meeting documentation to ensure clear oversight and accessibility via the Board management software.
- Support the organisation of trustee recruitment, inductions, renewal of terms, end of terms, event participation, and ad hoc administrative support to individual trustees when needed.
- Support the CEO and Chief Operating Officer on other governance administration as needed, including developing and maintaining systems and processes to support governance.

### **Events coordination**

- Oversee the planning and organisation of the Foundation's away days, staff events and trustee events, including venues, logistics and materials.
- Manage relationships with venue providers and other suppliers to ensure value for money and smooth delivery of events.

## Person Specification

We recognise this is an extensive specification and do not expect candidates to meet every criterion. We welcome applications from people with a range of backgrounds and lived experiences. Please note we are unable to offer VISA sponsorship.

### **Skills, knowledge, and experience**

- Substantial experience as an EA or administrator, including direct support of a Chief Executive level post.
- Experience of supporting Trustees, - including drafting agendas, preparing committee packs and taking minutes.
- Relevant office experience in an administrative capacity, including experience of setting up and operating administrative systems and supporting a leadership team and Board.
- Experience of organising and supporting meetings, including drafting agendas, preparing papers and taking minutes/actions.
- Strong IT skills (especially on MS Office systems) and confident in the use of a range of software and enthusiasm for learning new systems and supporting others in using them.
- Strong organisational skills and a flexible approach with the ability to manage multiple priorities.
- Proven track record of a proactive, organised and methodical approach to work with attention to detail and an ability to meet deadlines.
- Articulate, with excellent written and oral skills, and the ability to communicate with a range of audiences.
- Confident, resourceful and proactive, with initiative and a problem-solving disposition.

### **Behaviours and ways of working**

- Effective and adaptable communicator, both written and verbal.
- Ability to show thoroughness and attention to detail.
- Ability to work under pressure, prioritising workloads and meeting deadlines.
- Ability to work flexibly as a member of a small team and to be adaptable according to changing priorities.
- Discretion and an understanding of the importance of confidentiality.
- Commitment to the aims of the Foundation and, in particular, to social justice and equity.

### **Desirable**

- Knowledge of the sectors in which the Foundation operates.

## Terms and conditions

- Salary circa £36,000.
- 25 days leave per annum, plus statutory holidays.
- The Foundation will contribute a sum equivalent to 10% of your basic annual salary to the group pension scheme (Aviva) and will match up to an additional 2.5% (optional) of your contributions from the date your employment begins.
- Life Income Protection and Life Assurance Scheme available from the date your employment begins.
- Private Medical Insurance with BUPA (once probation is complete).
- Office hours are normally 9am – 5pm Monday – Friday, but flexible working is possible around core hours of 10am – 4pm, by agreement. Some flexibility is required from team members around evening work and travel to and from events and meetings.
- PHF operates a hybrid working policy and you will be expected to work at least 40% of your time in the office with the option to work up to 60% of your time from home, though more than 40% in the office may be occasionally required. The contractual place of work for this role is 5-11 Leeke Street, London WC1X 9HY.
- We are open to discussing flexible working arrangements.