

John Ellerman Foundation

Executive Assistant **July 2022**

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Job Advert – EXECUTIVE ASSISTANT

Role	<i>Executive Assistant</i>
Organisation	<i>John Ellerman Foundation</i>
Reporting to	<i>Director (equivalent to CEO)</i>
Working hours	<i>35 hours per week, with flexible working arrangements considered on a case-by-case basis</i>
Salary	<i>£34,000 per year</i>
Benefits	<i>25 days of annual leave (with an extra day added for each year of service after five years with a maximum entitlement of 30 days), 12.5% employer pension contribution, and other benefits of private health insurance, life assurance at three times annual salary and a season ticket loan.</i>
Location	<i>We have an office in Embankment, London and hybrid working is supported</i>

John Ellerman Foundation is an independent, endowed grantmaker and our organisational aim is to advance the wellbeing of people, society and the natural world. The main ways in which we achieve this are by:

1. Awarding grants of circa £5.8m to charities for work which has national significance in the arts, environment and social action, and
2. Investing and managing our funds in such a way that balances the desire to maintain grantmaking capacity, operate in the long-term and seeking to ensure that our investments are not poorly aligned to our aim and values.

We are looking for a new Executive Assistant to oversee and support the administration and governance functions of the organisation, including by providing executive support to the Director and support to the Finance and Operations Manager with the day-to-day running of the office.

In this role you will work closely with the Director, as well as the wider team and our Board, and you will be a regular point of contact with visitors to the office and people in touch with the Director about meetings and events. You will also support our governance processes, including leading on the collation and distribution of papers for the Board and two of our sub-committees, and compiling the minutes and matters arising from these meetings. You will also be required to support with the smooth running of events that we hold from time to time.

This is an exciting time to join us. 2022 is the first year of our new [organisational strategy for 2022-25](#). Our strategy calls on us to deliver our work with 100% of our assets – namely our grantmaking, our investing, our values and our organisational competencies, capabilities and assets.

We are looking for someone who has strong and relevant experience of working in administrative roles in small but ambitious organisations like ours, and has an interest in the work that we do. For this role you need to be organised, with great written and verbal communication skills, and able to manage a varied workload with a range of deadlines. You will be flexible and proactive in your ways of working and a strong team player.

You do not need a degree for this role, but we would like to see demonstrable experience of the requirements we have set out in the job description and person specification.

We value diversity, equity and inclusion (DEI) within our staff team and welcome applications from everyone. You can find out more about our approach to DEI in our DEI Policy available on our website [here](#). If you have any access requirements that need to be considered in

order to support your application to us, then please contact our Director, Sufina Ahmad MBE on sufina@ellerman.org.uk to discuss these further.

If you have any questions about the role, then please get in touch with our Director on sufina@ellerman.org.uk. You can also look at our website for more information about our work: <https://ellerman.org.uk>

To apply for this role, we ask that you submit your CV and a supporting statement of no more than two pages to recruitment@ellerman.org.uk by **8th September**. Interviews will take place on **16th September**.

If you would like to submit an application as a job share, then we ask that you and the person you intend to share the role with submit your CVs and your separate supporting statements in one email to the recruitment inbox.

Director's Introduction

Thank you for your interest in the role of Executive Assistant.

We are an independent endowed charity making grants totalling over £5.8m annually to UK-registered charities working in environment, the arts and social action in the UK, and in our environment category we also fund work in the UK Overseas Territories.

Since joining the Foundation in January 2020, I have worked in partnership with others to evolve and improve the work the Foundation delivers across its grantmaking, investing and wider operations. To this end, we have an exciting and ambitious new [three-year strategy](#) that focuses our efforts on our funding offer, our investment policy, our work with others and our commitment to accountability.

As a grantmaker, we are all too aware of the scrutiny and criticism that organisations like ours can face. However, we are proud to be part of a rich and diverse global philanthropic ecosystem and tradition comprising so many different forms of giving, and we know that the coming years will be critical in responding to the global climate and nature crises, alongside the political, economic, cultural and societal challenges we face. We believe that as a modern grantmaker striving for more, we can support civil society to respond to these challenges in a way that is transparent, accountable and effective. Consequently, we are looking for colleagues to join us who are ambitious about the art of the possible a grantmaker like us can deliver.

We have a highly engaged Board of eight brilliant Trustees, led by our Chair Peter Kyle OBE. The roles we have been advertising recently, apart from the Grants Manager role, are all new, and have arisen as a result of a restructure in July 2022. We look forward to building our new team in the coming months.

I hope this brief, with the information on our website, gives you a sense of how the Foundation works.

If you are interested in using your experience and expertise to deliver our strategy and advance the wellbeing of people, society and the natural world, then we look forward to hearing from you.

Sufina Ahmad MBE
Director

About John Ellerman Foundation

Our strategy

John Ellerman Foundation's strategy for 2022-25 calls on us to deliver our organisational aim to advance the wellbeing of people, society and the natural world with 100% of our assets – namely our grantmaking, our investing, our values and our organisational competencies, capabilities and assets. This is our first strategy in some time, and in it we focus our efforts on:

1. **our funding offer**, ensuring that we embrace and deliver best and promising practice
2. **our investment policy**, ensuring that we invest in ways that are aligned to our aim, values and funding categories
3. **our work with others**, ensuring that we understand our stakeholders and can work with them to deliver our work together more effectively
4. **our commitment to accountability**, ensuring that we make further progress on diversity, equity and inclusion, transparency and impact and learning.

What we fund

Details of our funding requirements can be found in our [funding guidelines](#). In 2021/22 we made 72 grants worth £6,640,195 and incurred a further £44,760 of grant-related expenditure. The average overall size of grant awarded continues to increase to £108,856, with more than half our grants for three years typically. 55 of our 72 grants were for core funding – 37 were for restricted core costs, typically a salary or a specific part of an organisational overhead cost, and 18 for unrestricted core costs.

Our values

Our values reflect how we work.

We are a **responsive** funder, listening and responding to what applicants and our wider stakeholder network judge is important.

We have well-developed and regularly reviewed funding guidelines, enabling us to be **discerning** in our decisions about whom and what to support. This value also extends to the way in which we approach collaborative funding opportunities and make investment decisions relating to our endowment.

We value all our stakeholder relationships, including with organisations we fund and those applying to us, and seek to have a **personal touch**. Our Trustees are involved at every stage of a grant application, and we always meet an applicant before a grant is made.

We prefer to be **connected** and are in regular contact with relevant colleagues and partners in the charitable and investing worlds. We also like to keep in touch with organisations we fund, convening and connecting them with others from time to time.

We are willing to be **flexible** and may venture outside our funding criteria or our usual ways of working, if we believe a different approach would be more effective.

Our history

We were formed from a combination of the wealth and generosity of a father and son. Both were publicity-shy, and little is known about them. The first Sir John Ellerman (1862-1933) had built up from scratch an empire of shipping and other businesses in the early part of the 20th century. At the age of 23, his son, also called John, inherited his father's baronetcy and very considerable fortune. Although in charge of the family firm, the second Sir John's real interests lay elsewhere. He became a distinguished zoologist and world expert in the study of rodents. In 1971, two years before his death, he donated the funds from the

Ellerman Lines business to form the original Foundation. In October 2021 we commissioned a year long project to learn more about our history, which is currently being delivered by a team of three historians.

We are currently governed by a Scheme, approved by the Charity Commissioners for England and Wales in March 2002. The previous Scheme brought together the funds originally donated in 1971, with a smaller trust fund set up under the first Sir John's will, and the Trustees were granted incorporation under the Charities Act 1993 as the Trustees of John Ellerman Foundation. The Scheme provides wide powers for the Trustees to carry out their duties.

JOHN ELLERMAN FOUNDATION JOB DESCRIPTION

Job title: Executive Assistant (EA)

Job purpose: To oversee and support the administration and governance functions of the organisation, including by providing executive support to the Director, as well as support the Finance and Operations Manager with the day-to-day running of the office.

Responsible to: Director

Lead areas of responsibility:

Office management

1. Manage the day-to-day administration of the office and lead on reception duties, acting as first point of contact for callers in person and on the telephone.
2. Keep under review and develop administration systems, database, library filing and other arrangements to ensure that the office runs in the most effective way.
3. Oversee bookings from others using the meeting rooms and support the Foundation's convening events.
4. Provide hospitality and facilitate meetings, including setting up meeting rooms and organising refreshments.
5. Oversee the receipt and dispatch of post.

Executive support

1. Provide administrative support to the Director, including drafting reports and correspondence, filing and arranging meetings.
2. Scope, research and manage special projects and initiatives, including convening events, as required.
3. Assist the Finance and Operations Manager, when needed, with processing financial and investment data and managing petty cash.
4. Co-ordinate the annual revision of the Staff Handbook and assist the Director and Finance and Operations Manager with the maintenance of HR records.
5. Monitor and support communications activities, including updating the website and managing the Foundation's social media presence.
6. Assist with the planning and arrangements of Trustee and staff events.
7. Act as first contact point for the Chair and Trustees on general matters and deal with their invitations to events.

Governance

1. Lead on the preparation and management of the collation and distribution of papers for the Board, Finance & Investment Committee and Risk & Audit Committee, ensuring deadlines are met.
2. Prepare agendas and papers for meetings and take minutes as required, as well as supporting the Director with oversight of the completion of matters arising.
3. Set and maintain the annual meeting calendar.
4. Assist the Director with the production of the Annual Report, lodging documents with the Charity Commission and keeping relevant records.

Shared areas of responsibility

1. Work closely with and provide regular cover for other administrative staff as required. The most frequent support needs are likely to be:

- Responding to initial enquiries by email and phone from applicants for grants.
- Assisting with inputting data into the grants database and dealing with correspondence.
- Liaison with other members of the team to ensure that there is cover in the office when external guests are using the meeting room or when contractors are due to be on site.

General:

1. Undertake any other duties in support of the Foundation's business as may be reasonably required.

**EXECUTIVE ASSISTANT
PERSON SPECIFICATION**

Experience

1. Experience of working in an administrative role in a busy office, and involvement in managing reception and visitors, answering the phone, filing and office systems.
2. Experienced and competent in using IT, particularly MS Office, with an interest in developing its contribution to task management within the organisation.
3. Experience of using a database, handling data and producing reports in different formats.
4. Experience of managing projects.
5. Experience of working to a Board or management committee, or similar.

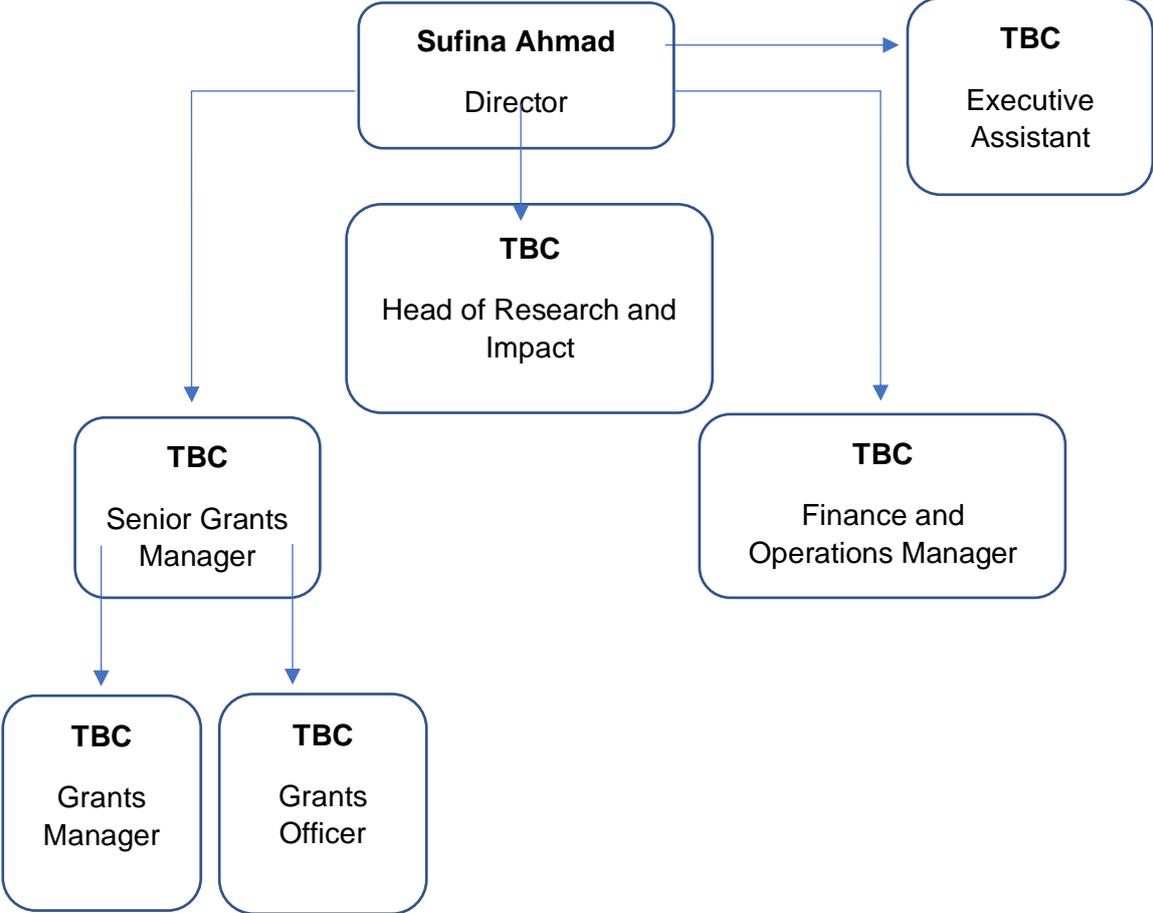
Skills

1. Excellent interpersonal skills, able to deal with people from a variety of backgrounds, in person and on the telephone.
2. Strong attention to detail, accurate with a methodical approach to work.
3. Well-organised and able to prioritise and manage a varied workload and work to deadlines.
4. Able to write clearly and excellent minute taking skills.
5. Strong analytical skills and confident working with and using numbers and statistics.

Qualities

1. Self-motivated, able to work independently.
2. Co-operative, a strong team player and able to take an overview of the needs of the whole office.
3. High degree of flexibility, being proactively willing to substitute and to undertake a range of tasks, as required in a small and busy office.
4. Hardworking, with a high standard of integrity and professionalism.
5. An interest in the Foundation's work and the wider charitable sector.

John Ellerman Foundation's Organisational Structure Chart, July 2022



How to apply

To apply, please email your CV and a supporting statement, both of which should be no more than two sides of A4, to recruitment@ellerman.org.uk **by 5pm on 8th September.**

In your supporting statement, please explain why you are interested in the role and provide evidence of your suitability against the criteria outlined in the Job Description and Person Specification.

We also require the names, positions, organisations and telephone contact numbers of two referees, relevant to this role. References will only be taken once your express permission has been granted.

Finally, please flag any dates when you will not be available or might have difficulty with the recruitment timetable.

If you have any queries about the role or the application process, please contact the Foundation's Director, Sufina Ahmad MBE, on sufina@ellerman.org.uk.

Recruitment Timeline – EXECUTIVE ASSISTANT

Advert goes live	2 August 2022
Closing date for applications	8 September 2022 (at 5pm)
Interview dates	16 September 2022
Next Steps/Decisions	Week beginning 19 September 2022