

TOGETHER, EVERY CHILD AND YOUNG PERSON CAN FLOURISH.

Executive Assistant
to the CEO and
Executive Team

JOB RECRUITMENT PACK



WHO WE ARE

WHO WE ARE

AllChild is a charity working with schools, families, councils and community organisations to ensure that together, every child and young person can flourish.

We're pioneering a new way of investing in children's futures - bringing local partners together to listen, co-design, and remove barriers to support and opportunity.

We believe children need the right support, in the right way, at the right time - rooted in the relationships and communities they know and trust.

We call this creating SEA change: improving children's Social, Emotional and Academic wellbeing so they can thrive at school, in life, and in the future they choose.

After nearly a decade in West London, we've expanded to Wigan and are now preparing to grow into more places across the country — deepening our local presence to deliver meaningful, long-term support. Last year, we worked with 1,700 children and young people, helping them build the skills and connections they need to flourish.



THE ROLE AND YOU

ABOUT THE ROLE

Title:	Executive Assistant to the CEO and Executive Team
Reports to:	Chief Executive Officer
Start date:	ASAP
Location:	AllChild Office with flexibility
Hours:	Full-time (35 hours), Permanent
Salary:	£50,000 per annum
Deadline:	22 August 2025

AllChild is a successful children's charity committed to ensuring every child can flourish. We are seeking a highly organised and proactive Executive Assistant to support the CEO and Executive Team. The role will act as the point of contact for key external and internal stakeholders. The role will ensure the smooth coordination of Board, Executive and Leadership meetings, projects and activities. This role requires a proven ability to manage multiple priorities and a keen attention to detail, ensuring the smooth functioning of daily meetings, regular activities, and long-term projects. You will be comfortable taking the initiative and offering strategic support to the Executive team to increase the success of key relationships, opportunities and projects.

This is a key role working with a dynamic team in a growing charity requiring discretion, initiative, and strong communication skills. You will share our vision that every child can flourish, and be aligned to our values of ambition, connection and trust



THE ROLE AND YOU

DUTIES AND RESPONSIBILITIES

- Support the CEO and Executive team to be as effective as possible in delivering AllChild's strategy by offering support and insights on key relationships, opportunities and projects.
- Provide administrative support to the CEO and Executive team, including managing multiple complex diaries, scheduling meetings, and coordinating travel arrangements.
- Serve as the primary point of contact between the CEO and executives and internal/external stakeholders.
- Prepare, review, and edit documents, reports, and presentations for meetings and events.
- Coordinate Leadership and Executive team meetings, including preparing agendas, taking minutes, and following up on action items.
- Ensure that agreed deadlines for actions are met, including regular review of objectives and dashboards.
- Co-ordinate Board sub-Committee meetings including Finance, Risk and Audit Committee and Nominations and Remuneration Committee, including preparing agendas, taking minutes, and following up on action items.
- Ensure seamless experiences for trustees and external stakeholders
- Organise and maintain electronic and physical filing systems and CRM, ensuring data accuracy and confidentiality
- Liaise with the Operations Manager to help coordinate cross-organisational activities and administrative systems to support the smooth running of the charity.
- Support HR and finance processes for the CEO and Executive team such as onboarding, expense claims, and policy updates
- Handle sensitive information with discretion and maintain confidentiality at all times.
- Perform other duties as assigned to support the CEO and Executive team and organisational goals.



PERSON SPECIFICATION

EXPERIENCE, KNOWLEDGE AND COMPETENCIES

Essential

- Proven experience in an Assistant/Administrative role
- Excellent written and verbal communication skills
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and familiarity with project management and CRM software
- Exceptional prioritisation and time management skills with a strong attention to detail
- Ability to work independently and as part of a team in a fast-paced environment
- Confident liaising with senior stakeholders and external guests
- Strong problem-solving skills and the ability to anticipate needs and take initiative
- Demonstratable experience of managing multiple tasks within tight timescales in a calm and professional manner
- Flexible and adaptable to evolving priorities
- Pro-active, self-starting with proven ability to take initiative
- Discretion and tact

Desirable

- Previous experience working for a social enterprise, charitable organisation or in the education sector
- Knowledge and understanding of charitable governance



BENEFITS

HEALTH CASH PLAN

Medicash. Employees can access tailored support for mental and physical health and wellbeing. The support on offer includes (but is not limited to):

- 24/7 Employee Assistance Support.
- Cash back on optical , dental and holistic treatments.
- Physiotherapy.
- Counselling.
- Discount for family activities, such as cinema tickets and gym membership.

REFERRAL SCHEME

Employees who refer a friend for any of our vacant positions will receive a £200 voucher if the candidate is successful. Upon their completion of the 6-month probation, the employee who referred the candidate will receive a further £200.

CYCLE SCHEME

Staff can purchase bike and accessories through our cycle scheme without any upfront payment, and the payments are taken tax efficiently from their salary.

ENHANCED SICKNESS, COMPASSIONATE AND FAMILY LEAVE

AllChild pays above the statutory minimum sickness on a 12-month rolling period. We also offer compassionate leave, up to 10 days for close family members. We offer enhanced pay for maternity and paternity leave to help support staff who are growing their families.

ANNUAL LEAVE AND WELLBEING DAYS

We have a generous annual leave policy, of 25 days increasing by 1 day per year up to 30 days. We also offer 2 wellbeing days per calendar year as a means to support our employees.

APPLICATION PROCESS

We prioritise safeguarding at AllChild. Our recruitment follows strict guidelines outlined in our Safer Recruitment and Selection Policy. Please read our Safer Recruitment and Selection Policy and complete the online application form.

Deadline: Friday 22 August 2025

First Round Interview: In person interview. We anticipate first round interviews to be held w/c 1 September 2025. More details will be provided following the invitation to interview.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.

To ensure fairness in selecting the best candidates for this role, we operate a blind recruitment process. Therefore, all applications are anonymised until an interview has been confirmed.

We are proud to be an employer that puts Equity, Diversity and Inclusion at the core of all that we do, for the benefit of our employees, our partners, and the communities that we work with. We are proud of our diversity and are therefore keen to receive applications from people who may be under-represented in our AllChild community. Please read our EDI statement on our website.

Please inform us of any accessibility needs for the application or interview process. We will address them when scheduling interviews.

If you have any questions, please contact our People and Culture Team by email:
hr@allchild.org