

WE'RE HIRING AN EXECUTIVE ASSISTANT

We are looking for a proactive, adaptable and professional EA to our Chief Executive Officer

The successful candidate will be educated to degree level or equivalent qualification and have excellent communication skills. You will be expected to hit the ground running and be a motivated, self-starter who thrives in a busy work environment. You will also need to be confident to work independently but also to take instruction from the Senior Leadership Team as well as working as part of our wider team.

[MATRIXTRUST.COM](https://matrixtrust.com) | [THEHIDEAWAY.CAFE](https://thehideaway.cafe)

Matrix | Allen House Pavilion, Guildford, Surrey | 01483 574900

Dear Applicant,

Thanks for your interest in joining the Matrix Family.



Why Matrix?

We're a fun team who work hard to achieve the aim of catalysing change for young people across Guildford Borough. We're passionate about building long-term relationships and providing activities within schools and the community that nurture, inspire, connect and empower young people, helping them make the most of their lives. We also launched our innovative social enterprise – The Hideaway Café - right in the heart of Guildford, in April 2021.

As an evolving and growing charity with associated social enterprise, we require an experienced individual to join our Senior Leadership Team and play a key role in leading and reflecting the high quality standards and professionalism of our work.

Where does this role fit?

We are looking for a proactive, adaptable and professional Executive Assistant to our Chief Executive Officer.

The successful candidate will be educated to degree level or equivalent qualification and have excellent communication skills. You will be expected to hit the ground running and be a motivated, self-starter who thrives in a busy work environment. You will also need to be confident to work independently but also to take instruction from the Senior Leadership Team as well as working as part of our wider team.

The role will work across both the charity (The Matrix Trust) and the CIC (The Pavilion Hub), which incorporates The Hideaway Café.

Come and join the adventure!

Thanks again for taking time to look at our vacancies and I hope that you consider applying to become part of our growing team.

Kind regards,

A handwritten signature in black ink, appearing to read "Misty".

Misty, CEO



EXECUTIVE ASSISTANT

OVERVIEW

Matrix are a Christian organisation that deliver essential youth work to young people from all walks of life in schools & communities across Guildford Borough. In April 2021 we launched The Hideaway Café - a social enterprise - which enables young people to reach their potential through employment and training.

This role will work across both the charity (The Matrix Trust) and the CIC (The Pavilion Hub), which incorporates The Hideaway Café.

As an evolving and growing charity with associated social enterprise, we require an experienced individual to join our Senior Leadership Team and play a key role in leading and reflecting the high quality standards and professionalism of our work.

Hours: Full Time | Salary: £26,000 - £30,000 (depending on experience)

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Role Description - Executive Assistant

MAIN PURPOSE OF THE ROLE

This is both a supportive and leadership role where you will be providing flexible assistance to our CEO and the Senior Leadership Team as well as having responsibility for specific areas.

What would I be doing?

The role of Executive Assistant is vital, working directly with and to support the CEO, other members of the SLT, Board of Trustees and Board of Directors.

Whilst you will have specific areas of responsibilities (see below), you will also be expected to contribute towards the wider needs of Matrix Trust, as appropriate.

What do we expect from you?

The post holder will be hard-working, effective at managing a large and varied workload, and a team player. As the Executive Assistant, there are 3 key areas of this role:

Key support to the CEO and Senior Leadership Team (SLT)

1. CEO Direct Support

- Assist in preparation of briefings, presentations and proposals for the CEO, for internal and external purposes
- Work closely with the CEO to implement both the charity and CIC's vision
- Manage some special projects as directed by the CEO, leading internal teams as appropriate
- Act as an additional point of contact for enquiries and emails to the CEO, including regular monitoring of CEO's emails and, under delegated authority, responding appropriately wherever possible or referring to the CEO / relevant staff
- Use judgement to administer the CEO diary and coordinate meetings, internally and externally, to ensure most effective use of CEO time
- Conduct and assemble research and generate ideas on a variety of relevant topics
- Draft and write letters and reports to a high standard, as and when required
- To meet and greet visitors for the CEO, and for SLT when required.

2. SLT Support

- Provide logistical and administrative support for all SLT meetings, arranging meetings, preparing and circulating agendas and meeting papers, recording actions and minutes of meetings
- Set and advertise Matrix Annual Team Calendar and regular meetings
- With the SLT, act as a decision-maker in the CEO's absence
- Project manage specific events or activities, as necessary
- Ensure team reporting is completed and on time

- Provide general administrative support to the CEO and SLT as required
- As a member of the SLT you will be expected to meet regularly with them, engaging in decision-making and innovation, in particular in the areas of: strategic planning, operations, human resources and impact measurement
- Help shape and promote the culture and Christian ethos of Matrix throughout the whole Matrix Family and external stakeholders

Board Support

- Be the legal Company Secretary for both The Matrix Trust and The Pavilion Hub CIC, maintaining up-to-date information relating to Board members, including declarations of conflicts, contact details, attendance at meetings, election/resignation/terms of office dates etc
- Manage charity records, providing historical reference by supporting procedures for retention and disposal of records
- Hold overall responsibility for the safekeeping and maintenance of Board information and records including maintaining the Board GDrives, ensuring information and access is kept up-to-date and relevant
- Organise Trustee meetings including booking meeting rooms, preparing refreshments and sending relevant communication
- Consolidate, prepare and distribute the relevant papers in time for the planned meetings
- Take minutes at regular CIC Board meetings and, as required, at Trustee meetings
- Draft and manage the Trustee annual calendar and rolling programme of activity and keep this up-to-date
- Oversee Trustee inductions and training
- Take responsibility for monitoring charity and company policies and ensure reviews are conducted in a timely and accurate manner

Fundraising

This forms a key part of this role and you will work alongside the CEO to ensure the fundraising targets and strategy are met. You will:

- Be involved in the process of writing compelling, high-quality, tailored fundraising applications for trusts and foundations
- Proactively research and identify Trusts, Grant Making Bodies and Foundations to develop a schedule of applications
- Administer all grant applications, reporting and relevant promotion of success
- Be involved in the process of writing accurate, informative reports and updates to keep funders informed of the positive impact of their support.
- Maintain and develop ongoing church relationships to enable more churches across Guildford Borough to champion and support the work of Matrix

- Devise and administer a strategy that enables local businesses to engage in and support the work of Matrix to mutual benefit including arranging and running events
- Plan and manage a programme to develop and grow individual giving, identifying areas of growth and improvement within direct marketing activities, including reactivation of lapsed donors and conversion to Regular Giving
- Enable the CEO to cultivate relationships with current and potential major donors
- Develop the community and events income stream helping to build Matrix's community of supporters across Guildford Borough, encouraging and supporting fundraising activities by individuals and groups in a range of community settings
- Assist the CEO and Events and Communications Assistant to develop materials and products that support the delivery of Trust Fundraising
- Work with the CEO and Events and Communications Assistant to develop the fundraising and external communications strategy
- Liaise with and manage relationships with a wide range of external stakeholders

Take responsibility to:

- Line manage the Events and Communications Assistant, ensuring that targets and deadlines are met
- Ensure donors, supporters and volunteers are well looked after and feel part of the Matrix Family
- Supervise logistics and delivery of fundraising and other events (in liaison with Events and Comms Assistant)
- Ensure that media coverage of successful external funding and any relevant activity is maximised
- Maintain accurate database of research, contacts, relationships and activities with trusts and individuals associated with them
- Maintain compliance with all current and relevant fundraising legislation
- Ensure policies and procedures are in place and updated for all fundraising and income generation activities

Team Expectations

This post-holder will be employed by the new social enterprise 'The Pavilion Hub' CIC, however, as part of the wider Matrix charity there is an expectation staff to be proactive and a fully-invested team player across both organisations, supporting others in their busier seasons and the charity as a whole across the year.

We expect you to:

- Fit in with our core values, to be: positive, relational, innovative, collaborative and fun
- Work from within the Christian ethos
- Be committed to and passionate about the mission to catalyse change in young people's lives
- Be a pro-active member of the wider Matrix team and get involved in projects which benefit the mission of Matrix
- Work across agencies and Matrix teams
- Cover for team members during periods of sickness or leave, when required

Due to the nature of the work you may be expected to work some evenings and one day at weekends. All hours will be based at The Hideaway Cafe, unless delivering outreach or promotional activities. Any specific changes to your working week will be cleared through your Matrix line manager.

What we offer you

- 5 weeks paid holiday, plus bank holidays (pro rata)
- A mentor from a local church or relevant business
- A training programme to develop your skills base
- Regular line management and supervision from a senior staff manager
- Flexible working arrangements, where possible
- A nurturing and supportive team

Full-time (37.5 hours per week) | Salary: £26,000 to £30,000 (depending on experience)

Who are we looking for?

ESSENTIAL

- Educated to degree level or equivalent qualification, preferably in a related field
- A proven track record of at least 3 years experience of project management or working as a personal/executive assistant
- Strong interpersonal and verbal communication skills, including excellent phone manner, and confidence in communicating with external parties
- Excellent written communication skills, and ability to adapt style to different audiences
- Fluent in both spoken and written English
- Ability to maintain confidential and sensitive information
- Highly motivated and enjoy taking initiative
- Understanding and working knowledge of fundraising within a charity context
- Able to prioritise and manage multiple streams of work using good organisational and administrative skills, schedule meetings and coordinate diaries, as well as manage communications with groups or membership lists
- Ability to assimilate information and document clear processes
- Enjoy working in a flexible, growing and energetic team
- Agree with and able to support and work within the Christian ethos (this job has a “genuine occupational requirement” (GOR) for the post to be filled by a Christian)
- Able to work within the values of the Matrix, including taking a ‘can do’ approach to your work
- Excellent IT and administrative skills, able to use Microsoft Office & Google Drive
- Able to report on the work to multiple stakeholders
- Works in a highly organised way
- Approachable and able to relate to staff, volunteers and other Matrix stakeholders in a friendly and professional manner
- Able to respond flexibly to changing priorities and needs of the CEO and SLT
- Fast learner and able to hit the ground running

DESIRABLE

- A professional qualification in a relevant specialism
- Able to coordinate data and report on it in a useful way
- Knowledge of the charity sector
- Fundraising expertise
- Experience of note taking during meetings and formal minutes of meetings
- Experience of supporting volunteers and senior management
- Experience of business administration or operations at a senior level
- Experience of working within a charity and with a Board of Trustees
- Experience using social media and enthusiasm for engaging supporters through social media channels



WANT TO JOIN THE TEAM?

HOW TO APPLY

To apply for this post, you just need to do 2 things:

1. Complete our Application Form
2. Email it to hr@matrixtrust.com

Any questions, just give Misty a call: 01483 574900

All applications for this role must be in by

12 midday on Friday 19th November

Interviews the following week | Start date ASAP

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