Executive Officer - Job Description

We are looking for an Executive Officer to be an integral part of War Child’s company secretariat, working with the Senior Leadership team, the Chair and the rest of the Board of Trustees to lead excellence across the management and governance of the organisation. Reporting to the Director of Resources, you will be an energetic and organised self-starter with a positive and proactive attitude. You will work directly with the Chief Executive Officer, supporting the CEO across all their responsibilities through providing a mixture of executive assistance and project co-ordination. As Assistant Company Secretary you have responsibility for ensuring War Child meets its statutory and regulatory requirements through compliance and reporting to the UK Charity Commission and Companies House.

If you share our values and believe that children’s lives should not be torn apart by war, we want to hear from you.

<table>
<thead>
<tr>
<th>Team and Department:</th>
<th>Resources</th>
<th>Contract Type:</th>
<th>Permanent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Place of Work:</td>
<td>Our office is in Kentish Town (NW5). This role is open to occasional homeworking</td>
<td>Working Hours:</td>
<td>Full-time is 37.5 hours. This role is open to flexible working including compressed hours and flexi-time</td>
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<tr>
<td>Reports to:</td>
<td>Director of Resources</td>
<td>Salary:</td>
<td>circa £26,000 per annum</td>
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About us

War Child, the specialist charity for children affected by conflict. For more than two decades we’ve delivering high-impact programmes that are rebuilding lives across Afghanistan, Central African Republic (CAR), the Democratic Republic of Congo (DRC), Iraq and Yemen. We understand children’s needs, respect their rights, and put them at the centre of the solution - from reintegrating children formerly associated with armed groups and armed forces (CAAFAG) in the Central African Republic to reuniting children with their families in Afghanistan. **We look forward to a world in which the lives of children are no longer torn apart by war.** This is a vision that can only be realised through the collective actions of children themselves, communities and their leaders, organisations like War Child, governments and key decision makers.

Our values

- **Bold** We use our passion and creativity to deliver high quality evidence-based work designed to maximise our beneficial impact for children in conflict.
- **Accountable to children** Children can rely on us to respond to their voices and to treat them with respect and dignity.
- **Transparent** We expect to be held to account by our supporters and beneficiaries and we respond with openness and honesty.
- **Committed to each other** We support each other and our partners to achieve ambitious goals and to be the best we can be. We are honest and open with each other, sharing our successes and confronting our challenges.
Our benefits

- **Flexible working** - we recognise the considerable benefits that flexible working can bring and are happy to discuss any possible flexible working options with our employees from hiring. For most roles, the following types of flexibility are usually possible: flexible hours, an element of working from home, compressed hours.
- **Annual leave** – 28 days per year (full-time) rising to 33 days with service, plus UK bank holidays
- **Pension** - all eligible employees automatically enrolled into a Group Personal Pension Plan with a 5% employer contribution, with minimum employee contribution on a salary sacrifice basis
- **Family leave** – we offer enhanced maternity, paternity & shared parental leave, and family friendly policies
- **Health & wellbeing** - employees may take advantage of a healthcare cash plan and a range of wellbeing initiatives and training. In addition, all employees have access to free, confidential one-to-one wellbeing consultations with trained counsellors.
- **Learning & development** - dedicated to the investment in learning and continuing professional development for all our employees
- Range of flexible benefits such a Cycle to Work scheme and season ticket loans

How to apply

- Please download the application pack from [https://www.warchild.org.uk/who-we-are/jobs](https://www.warchild.org.uk/who-we-are/jobs)
- All applications must be sent to recruitment@warchild.org.uk by 11:59pm on 28/11/2021
- Due to limited resources, we will contact only the shortlisted candidates
- Interviews will be held w/c 6th December 2021

Child safeguarding and Adults at Risk

Our work with children and at-risk adults to keep them safe is the most important thing we do. We are committed to the safeguarding of children and vulnerable adults in all areas of our work. We have zero tolerance for any behaviours and practices that puts children and/or vulnerable adults at risk of abuse and/or harm. Successful applicants will be expected to be compliant and sign up to our Child Safeguarding policy, our Code of Conduct and PSEA: Adults at Risk Policy. You can find the Child Safeguarding and Adults at Risk policy here: [https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures](https://www.warchild.org.uk/whats-happening/news/our-child-safeguarding-policies-and-procedures)

Pre-employment checks

Employment with War Child will be subject to the following checks prior to your start date:

- a satisfactory police record check to include a Disclosure and Barring Service (DBS) check and/or an International/National Criminal Record Check, and a clear vetting and Due Diligence check
- receipt of three satisfactory references
- proof of eligibility to work in the UK

Contact information

To explore the post further or for any queries you may have, please contact: Tracey Deal, Director of Resources, TraceyD@warchild.org.uk

For general information about working for War Child please visit: [https://www.warchild.org.uk/who-we-are/careers](https://www.warchild.org.uk/who-we-are/careers)
Executive Officer

Your role
The Executive Officer is a multi-faceted role, encompassing company secretarial duties for War Child, professional services to the Chair and the Board of Trustees and executive assistant support and project coordination for the Chief Executive Officer (CEO) and support to the Director of Resources. You hold a key position at the heart of governance within War Child, supporting the Senior Leadership Team to develop the organisation’s overall direction, effectiveness, supervision and accountability. You have responsibility for ensuring War Child meets its statutory and regulatory requirements through compliance and reporting to the Charity Commission and Company House. You have a critical role in facilitating the CEO in fulfilling their key responsibilities, ensuring that they have the organisation to effectively discharge their leadership duties and deliver on the organisation’s ambitions for children. The Executive Officer is the external and internal representative of the CEO and is responsible for co-ordinating a range of strategic and operational projects on behalf of the CEO’s office.

Your responsibilities

- Facilitate and support effective consultation and decision-making through leading on the organisation of Board, Committee and AGM meetings and events, by ensuring that appropriate documents and information are sent out on time in accordance with agreed schedules through compiling agendas and commissioning and circulating papers;
- Support the governance of War Child by taking comprehensive, high-quality minutes and undertaking appropriate post-meeting action to ensure accurate recording and implementation of decisions arising from all Board and Committee meetings;
- Operate as the first point of liaison between the Board and the Senior Leadership Team;
- Ensure War Child’s Board is fit for purpose by managing the process for trustee recruitment, induction and training and running Board performance reviews and provide comprehensive analysis of results with proposed follow up recommendations;
- Liaise with regulatory bodies including the submission of timely updates, annual returns and Serious Incident Reports to Companies House and the Charity Commission and keep the Board and management informed of Charity Commission alerts by monitoring the Charity Commission Website;
- Draft and execute key legal documents such as Power of Attorneys and monitor and manage compliance with War Child’s Memorandum and Articles, Governance documents and other strategic/legal frameworks;
- Identify issues that require the CEO’s attention through managing their in-box, prioritising e-mails and correspondence and actioning them directly where possible;
- Build and develop on-going relationships with senior internal and external stakeholders on the behalf of the CEO, communicating in a timely and effective manner and setting up meetings for the CEO;
- Ensure long term strategic items are well planned, as well as managing an on-going reactive workload in line with expectations and needs while managing the CEO’s schedule;
- Develop solutions and exercise initiative whilst leading on the co-ordination and delivery of projects on the behalf of the CEO’s office, such as co-ordinating the drafting of the annual report, including writing the Governance and Board sections;
- Provide administrative and communications support to the CEO and Director of Resources;
- Ensure the efficient and effective running of Senior Leadership and Executive Leadership meetings through co-ordinating agendas, commissioning and circulating papers, taking minutes, and chasing actions;
- Contribute to creating a culture committed to the safeguarding of children and adults and compliant to WCUK’s Child Safeguarding and Adults at Risk Policies.

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required consistent with the grade of the role.
You are

- Exceptionally organised with the ability to produce high quality outputs in a short timeframe;
- Able to communicate to a high level, both in writing and verbally, particularly regarding formal correspondence and be competent taking minutes for high level meetings;
- Experienced in working as an Executive Assistant at a C-suite level and in supporting a Board and/or charity governance, including the drafting of minutes, reports and presentations;
- Able to make judgements about relating priorities, choosing between options where the solution is not always obvious and considerable initiative and prudence need to be applied;
- Experienced in managing a multi-faceted work programme, working independently and seeing projects through to completion, thinking laterally where required;
- Flexible and have the ability to demonstrate a calm and measured approach and discretion in dealing with highly confidential information;
- Able to develop an understanding of organisational context and be able to influence and negotiate with senior executives.

All candidates for roles based in the UK are required to have the right to work in the UK.

Your team