



Kickstart: Executive Support Trainee

Job Description

About Galop

Galop is the UK's LGBT+ anti-abuse charity. Founded in 1982, we have been championing the needs and protecting the safety of the LGBT+ community for nearly 40 years.

Galop works directly with thousands of LGBT+ people who have experienced abuse and violence every year. We specialise in supporting victims and survivors of domestic abuse, sexual violence, hate crime, and other forms of abuse including honour-based abuse, forced marriage, and so-called conversion therapies. We are a service run by LGBT+ people, for LGBT+ people, and the needs of our community are at the centre of what we do.

We run two national support helplines: one for LGBT+ victims and survivors of domestic abuse, and the other for LGBT+ people who have experienced hate crime. We provide advocacy services, both in London and nationally, for LGBT+ victims who need longer-term support. We are person-centred, empowerment-based, and trauma-informed – meaning our focus is always on helping our clients decide what is best for them, and then supporting them through their journey.

We use what we learn through working on the frontlines with clients to work for national and local policy change to improve outcomes for LGBT+ victims and survivors of abuse and violence. We build evidence through key pieces of research, like our upcoming report into LGBT+ experiences of sexual violence. We push for legislative change, improved statutory

guidance for victims, and better understanding of the needs of LGBT+ people around the country.

About the role

The Executive Support Trainee will support the senior leadership team at Galop, working directly with the senior team including the CEO and Deputy CEO.

This will include:

- liaising internally and externally to arrange meetings
- managing the CEO's diary
- basic email correspondence
- attending meetings to take minutes
- proof reading
- undertaking small pieces of research work including summarising longer documents
- Any other trainee-level support tasks

The post-holder will benefit from close working with senior members of the team, including the CEO, and insight into the workings of a medium-sized charity. The post-holder will develop their skills in organisation, administration, briefings, and executive support. The post-holder will benefit from line management and coaching from the CEO.

About you

You should have a Maths and English GCSE grade C or above. You should be able to demonstrate the ability to work towards deadlines, have a good working knowledge of Microsoft Office, strong time management, and be able to work within a fast paced team. You must have a good understanding of LGBT+ identities and experiences. The ideal candidate will have an interest in moving into the charity sector, including at operational or management levels, and have the personal resilience to work within an environment where abuse and violence are strong themes.

Due to the ongoing pandemic, the post-holder will initially be required to work from home, so it is preferable that they have a designated space from which to work. Once staff are back in the office, the post-holder will have the option to come in to the office on a part-time basis or continue to work from home. Galop will supply IT equipment and other relevant equipment to enable this to work comfortably if needed. We have an

online induction pack which the Operations Manager will go through with them on their first day and there will be a tailored staff induction for the first 2 weeks depending on their level of skills and experience. Galop aims to make home-working as safe and effective as possible and prioritises the well-being of all staff members.

Skills	Essential (E) or Desirable (D)
Maths and English GCSE grade C or above	E
Ability to work towards deadlines,	E
Good working knowledge of Microsoft Office,	E
Strong time management	E
Ability to work within a fast paced team	E
Good understanding of LGBT+ identities and experiences	E
Interest in moving into the charity sector	E
Ability to maintain personal resilience and boundaried working within a charity working in abuse and violence	E

At Galop, we believe that life should be safe, just and fair for all LGBT+ people, and that includes our staff in the workplace. We believe in equity and understand the importance of inclusion for staff with a wide range of lived experience. No matter your age, race, faith, orientation, gender identity, disability, or class, we want you to feel welcome here. To that end Galop has a multi-year Equity, Diversity, and Inclusion plan in place, currently focusing on equity and inclusion for Trans and BAMER members of staff. We are committed to listening and learning, and to constant improvement. We believe it is our job to make sure that all our staff, particularly those from minoritised backgrounds, feel welcome, safe, and able to thrive at Galop.

How to apply

- Contact your job centre
- Tell them you want to work at Galop
- Give them our postcode: N7 6PA

Location

Working from home

Hours

25 hours per week

Contract

6 months from start of Kickstart placement

Reports to:

CEO

Salary

Galop pays London Living Wage for Kickstart placements

Closing Date

Applications should be submitted by 10:00am on 30/09/2021.

First round interviews will be held in the week of 4/10/2021.

Questions?

If you have any questions or would like to discuss the role further prior to application, please contact recruitment@galop.org.uk

Please send completed applications and equal opportunities form by email only to recruitment@galop.org.uk