



Executive Assistant to the CEO

Job Description

About Galop

Galop is the UK's LGBT+ anti-abuse charity. Founded in 1982, and have been championing the needs and 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, 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 three national support helplines: for LGBT+ victims and survivors of domestic abuse, survivors of so-called "conversion therapy", and 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 Executive Assistant role

This brand new role will play a pivotal role in supporting Galop to achieve its mission to support LGBT+ victims and survivors of abuse and violence in the UK. You will provide administrative and project support to the CEO, as well as supporting the Chair of the Board and Deputy CEO as needed.

You will work closely with Galop's CEO and the wider senior team to ensure the efficient and effective running of the executive office. You will pro-actively manage both internal and external demands, as well as working on key projects within the CEO's priorities.

Due to the nature of the role, it is anticipated that this role will work mostly from the Galop building in central London, but can support one day a week working from home.

You will:

- Support the CEO in all aspects of their role to ensure their agenda, priorities and objectives are met including: strategic inbox and diary management; workload management; coordinating and minuting meetings, ensuring the CEO is fully briefed; ensuring action points are logged and completed
- Act as an effective gatekeeper to the CEO and Chair
- Be an informed key contact for the CEO and Senior Management team and handle internal and external enquiries in a professional manner, liaising with key contacts from corporate, political, media, non-governmental organisations and other networks
- Coordinate key meetings for the Board and its sub-committees as well as preparing agendas, information packs and CEO reports for Trustee meetings and minuting these meetings
- Undertake research and project management related to the programmes and activities of the CEO as directed, providing summaries and briefings on key documents as well as leading on project work as needed
- Ensure electronic files and systems are kept up to date and are effective
- Undertake general administrative duties for the Executive Office as required



- Maintain confidentiality at all times
- Represent the CEO externally and internally where needed
- Support the Deputy CEO as required
- Any other reasonable duties as required

About you

We're looking for someone excellent organisational and interpersonal skills as well as a strong understanding of risk. You'll need to be able to manage multiple competing priorities, have strong research skills, and be able to keep yourself well informed around the LGBT+ and abuse and violence sectors. You'll be a good problem solver and have strong judgment around when to pass up and when to push back. You'll need to have good resilience and self-care, and be prepared to work in an environment where abuse and violence are regularly talked about. You'll need to understand the impact of trauma and how that affects our frontline staff.

The below list is a guide for the kind of skills and experience we'd like you to have – but you don't have to have it all to be considered. We recognise that your experience may be from unpaid roles as well as formal employment. We want to know why you're the right person for this role, not whether you've been given the right opportunities.

Experience and knowledge	Essential (E) or Desirable (D)
Experience of administrative tasks and/or coordination	E
Experience of working confidentially	E
Experience of working in an executive support role	D
Experience of the charity sector	D
In depth knowledge of LGBT+ experiences, with an understanding of the needs of LGBT+ victims and survivors of abuse and violence	D
Skills	
Strong project management skills	E



Strong interpersonal and communication skills, both verbal and written, including the ability to constructively challenge	E
Strong research skills with the ability to summarise and present information succinctly	E
Ability to problem solve and think creatively	E
Ability to work with multiple competing priorities and to effectively prioritise your workload	E
Excellent instincts around when to consult or refer upwards and when to work autonomously	E
Ability to work well under pressure while remaining strongly detail-oriented	E
Ability to pre-empt requirements and challenges, and an awareness of risk	E
Ability to organise and influence others	E
Strong understanding of discrimination and intersectionality	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.



Location

Galop's offices are located in London. This role will be based in the office but some home working is possible.

Hours

Full time (35 hours per week)

Contract

Permanent

Reports to:

CEO

Salary

Galop uses the NJC scales. This post is on NJC scale points 20-25 (£30,244.84 - £33,873.59 per year including London Weighting).

Closing Date

Applications should be submitted by 10:00am on 30th August 2022.
First round interviews will be held from week beginning September 5th 2022.

Questions?

If you have any questions or would like to discuss the role further prior to application, please contact our CEO, Leni Morris – leni@galop.org.uk

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