



## ABOUT THE ROLE

<b>Job title</b>	Executive Assistant and Office Coordinator
<b>Location</b>	London
<b>Salary</b>	£27,803 Gross per Annum
<b>Hours</b>	37.5 per week
<b>Preferred start date</b>	As soon as possible
<b>Length of contract</b>	Fixed term for 2 years with possible extension.
<b>Visa requirements</b>	Must have the right to work in in the UK
<b>Reports to</b>	Head of People
<b>Direct reports</b>	None
<b>Expected travel</b>	Between 2-3 weeks' travel (International & UK)
<b>Flexible Working</b>	Must be able to attend our London based office 3 days a week. We are open to discussions about flexible working and this role could be delivered at 0.80 FTE over 4 days or 5 days with a later start and earlier finish. We welcome applications from people who would like to explore this option.

### KEY PRIORITIES

#### 1. Executive Assistant to the Co-CEOs, and other members of the Senior Leadership Team

- Manage the diaries and schedules of the Co-CEOs
- Organise and schedule internal and partner meetings for the Co-CEOs
- Follow up with partners on behalf of the Co-CEOs after meetings
- Organise and schedule internal Restless Leadership Team meetings, setting agendas and taking minutes
- Manage the annual global agency calendar
- Where needed, collate and consolidate information required from the Agency's Hubs and Hub Directors
- Book business travel arrangements, including flights, transportation, and accommodation for Restless Leadership Team members
- Book business travel arrangements for annual review and support visits, and internal auditors
- Communicate with Board Members, schedule Board Meetings, take minutes and arrange meeting agendas

#### 2. Office Coordinator

- Take overall responsibility for the day-to-day running of the London Office
- Manage relationships and the set up of the office with the other organisations we sublet to
- Coordinate and manage landlord and suppliers including cleaning, office supplies & refreshments
- Solve simple IT problems and contact the IT contractors when necessary
- Implementing and maintaining office procedures in relation to Covid19
- Support colleagues in or manage any other ad-hoc office tasks and operational activities

#### 3. Drive our Agency-Wide Values and Internal Communications

- Coordinate agency-wide Values Champion nominations and awards
- Working with colleagues across our Hubs, organise and run Global Values Day
- Lead on other Values activities throughout the year
- Send out a weekly round up newsletter

#### 4. Annual Conference Coordination (once in person again)

- Oversight of all annual conference logistics (accommodation and conference facilities, International flights and transfers)
- With the CEO, design the agenda, collate and share preparatory materials with all attendees
- Take minutes throughout 10 day conference
- Prepare conference presentation for all staff as the conference progresses
- Lead dynamic accountability and youth participation throughout the conference

For more information on Restless Development's mission, values and work, please visit:

[www.restlessdevelopment.org](http://www.restlessdevelopment.org).

## 5. Other

- You may occasionally / will regularly be required to work on weekends and/or public holidays, for which time off in lieu will be granted
- Other duties as required.

## ABOUT YOU

We are looking for people with the right competencies and skills for the role, and who demonstrate the personal qualities consistent with [our Values](#).

Values	Behaviours	What we expect of the EA and Office Coordinator
 <p><b>HEART</b></p> <p>We are who we serve. We are brave.</p>	Values-led	Supports managers to embed a values led culture within their team. Uses values to guide decision making and group actions.
	Innovation	Is driven to generate ideas which continually improve ways of working, involving others in problem solving. Adapts style to cope with and support others through change.
 <p><b>HEAD</b></p> <p>We are 100% professional. We prove that young people can</p>	Delivers Quality	Strives for continual improvement against individual goals, seeking opportunities to maximise their contribution to team priorities. Supports others to deliver quality and improve their work. Takes ownership for ensuring value-for-money in the areas for which they take partial ownership.
	Decision Making	With guidance, takes ownership for programme elements and/or internal processes. Considers underlying issues and Restless Values when making operational decisions.
 <p><b>VOICE</b></p> <p>We generate leaders. We are proud to carry the banner for youth-led development.</p>	Leadership	Confidently leads programme elements and/or internal processes. Will typically manage one or more junior staff members and is seen as a leader amongst their peers.
	People Development	Regularly seeks feedback and evaluates own performance, creating opportunities for personal development. Develops others through proactive sharing of knowledge, skills and opportunities.
 <p><b>HANDS</b></p> <p>We are in it together. We listen and learn.</p>	Effective Communication	Confidently adapts their communication style to suit their audience. Is able to influence others to build shared understanding.
	Collaboration	Seeks opportunities to collaboratively deliver quality against team goals by building strong relationships with colleagues from across the organisation. Works with external partners to maximise mutual benefits.

## SKILLS AND EXPERIENCE

<b>Essential</b>	<ul style="list-style-type: none"> <li>• Proven organisational and time management skills</li> <li>• Acute and thorough attention to detail</li> <li>• Effective executive-facing communication skills</li> <li>• Excellent written and spoken English</li> <li>• Proficiency in working with Google (Docs, Sheets, Slides, Forms, Calendars etc), as well as Microsoft Office functions</li> </ul>
<b>Desirable</b>	<ul style="list-style-type: none"> <li>• Prior Executive Assistant experience</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Prior office management experience</li><li>• Prior event management experience</li><li>• Experience of international development</li><li>• Passion for continuous learning and improvement</li></ul> |
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**Restless Development is an Equal Opportunities employer** and welcomes applications from all sectors of the community. Restless Development will ensure that no applicant or staff member receives less favourable treatment on the grounds of gender, sexual orientation, marital status, social status, caste, race, ethnic origin, religious belief, age, HIV status, disability, or any other factor that cannot be shown to be relevant to performance.

## WHAT WE DO FOR YOU

### Remuneration

We are proud to commit to a transparent global salary scale, ensuring a fair and comparable system of pay across all global locations. In addition to salary, we offer pension contributions of 3%.

### Values and Culture

At Restless Development, we're proud that the strength and integrity of our Values has been recognised by staff, beneficiaries, donors and others who we work with. Beyond this, we have a culture of recognising and celebrating both our Values and our global achievements with monthly Values Champions and an annual Values Day.

### Work-life Balance

It goes without saying that we work hard at Restless Development. We also recognise the importance of helping staff to maintain a positive work-life balance by offering:

- 24 days annual leave (in addition to public holidays and with an extra day of annual leave given for each full year of service, up to a maximum of 28 days).
- Birthday Leave
- Access to flexible working.
- Generous study leave, maternity, paternity or adoption leave, and other leave allowances.

### Professional Development

Restless Development is proud to be an employer who recognises potential and invests in the development of its staff. We are committed to the professional development of our staff through:

- Empowering opportunities to work on significant projects which stretch and inspire staff – allowing them to develop on-the-job.
- Regular performance management.
- Training and development opportunities, including supporting our staff to identify mentors both within and outside of the agency.
- Quarterly Staff Workshops for all staff to give and receive agency updates, receive training, and socialise.

### Travel and Medical Insurance

Specify where staff and their dependents are covered by national/private medical insurance schemes. When travelling abroad with work, all staff will be covered by Restless Development's travel insurance.

## KEY DATES

- Please send a completed application form to [jobs@restlessdevelopment.org](mailto:jobs@restlessdevelopment.org) by 7th November. Please note that we do not accept CVs, resumes or covering letters.
- Interviews are scheduled to take place on 16th and the 18th November.

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