



Executive Assistant

Part-time (4 days per week for temp/perm position)

Salary £30,000 per annum plus pension

About The Ubele Initiative

The Ubele Initiative (TUI) was established in 2014 as an African Diaspora led intergenerational social enterprise. Our mission is helping to build more sustainable black and minoritized communities across the UK. Ubele is unique in that it was built from bottom-up and is intentionally an intergenerational organisation.

Over the past few years, we have designed and delivered a wide range of local, regional, national, and international initiatives which seek to create and build community wealth.

We support black and minoritized community led organisations and groups with their community assets (people, organisations, and physical space). We use social action, community enterprise development, participatory learning & skills development, and next generation leadership initiatives.

As a result of our appointment as the black and minoritized community catalyst organisation for Greater London in February 2020 we now provide more strategic regional and national responses to help minimise the impact of the Covid-19 pandemic. We have gone through a period of rapid growth and change and as result our sphere of influence has also grown considerably.

This is a great time to be joining The Ubele Initiative as we implement our new 3-to-5-year strategy through our 4 strategic aims:

1. Strengthen communities through enterprise and asset development
2. Advocate for equity and justice in our communities
3. Strengthen our infrastructure and voice
4. Develop people, groups, and organisation

You can find further information about work at: www.ubele.org



Executive Administrative Assistant

The Ubele Initiative is searching for a highly adaptable and flexible Executive Assistant to support the CEO in fulfilling various responsibilities within communications and provide general administrative assistance to programs and operations. The ideal candidate will have an interest and ability to seamlessly weave in and out of various spheres of responsibility to meet the organization's needs.

Key Responsibilities:

Executive Support

- Provide calendar management support for CEO.
- Screen and draft email correspondence for CEO.
- Monitor CEO's email inbox.
- Support internal and external meeting preparation, including Senior Leadership Team and Board Meetings.
- Reading and analysing enquiries, letters, agendas, memos and determining significance; routing to appropriate personnel in a timely and efficient manner.
- Prepare reports, collate, and analyse information; prepare presentations.
- Conduct research to support development of new projects/initiatives, as needed.
- Attend internal and external meetings, take minutes, and distribute afterward.
- Support CEO with mini projects and follow up.
- Prepare draft correspondence upon direction of CEO.
- Support Business Manager in developing a records management system.

Communications

- Answering and directing calls to appropriate staff/Associates and parties, taking messages.
- Manage CEO'S social media accounts including developing social media schedule, drafting, and scheduling posts, and engaging with audiences.
- Support CEO in sourcing and drafting articles for Ubele's newsletter.
- Draft and manage release dates for recurring publications.
- Provide calendar support in setting up meetings between CEO, Directors, Associates, and managers, as needed.
- Support new employee onboarding (e.g., meeting scheduling)
- Assist in data archive of projects.



Administrative

- Manage and maintain CEO & Directors schedules, including travel and conferences, making appointments, and making changes to appointments.
- Greeting visitors if onsite and determining access to premises.
- Overseeing administrative policies within Ubele; recommending changes as appropriate.
- Opening, sorting, and distributing correspondence, including emails.
- Maintain knowledge by attending workshops; review publications; establish professional and personal networks within the industry.
- Coordinate CEO's expenses.
- Arrange for CEO to approve and sign off documentation.
- Prepare cheques for sign off.

Essential requirements

- At least 5 years' experience working at a senior level in an executive or personal assistant role that includes both administrative and communications responsibilities.
- Excellent organizational, planning, and time management skills to enable balancing multiple priorities while meeting deadlines.
- Strong written and verbal communication skills including editing and proofreading.
- Ability to juggle multiple responsibilities and maintain a demeanour of a team player in a very fluid environment.
- Commitment to the advancement of the Ubele Initiative.
- Office management and financial experience.
- Strong interpersonal skills and ability to cultivate and maintain relationships with all stakeholders.
- Data analysis; Proficient in Access, MS Word, Excel, Outlook. Perform filtering and sorting of data, V-lookup, and other functions.
- Problem solving ability.
- Proficient in Microsoft Office 365

Desirable Qualifications

- Executive Assistant Diploma
- ILM Level 3 or 5 Leadership & Management
- BA Hons Business Administration
- Prince2 Foundation or APM



What we can offer

- Fixed term rolling contract up to one year.
- Warm and fun workplace environment
- Hybrid working
- Intergenerational and creative team
- Great environment to generate work experience, implement new ideas and for personal growth.
- Bright wellbeing and counselling service.
- Flexible working hours - 30 hours per week

How to apply

Please submit your CV and let us know, in the form of a cover letter how you think your skills and experience will enable you to excel in carrying out this role. Apply to gina.osbourne@ubele.org by 30 May 2022.