



Job Application Pack

Executive Assistant

Part-time; 4 days per week for one year

Salary: £30,000.00 per annum plus pension

About The Ubele Initiative

The Ubele Initiative was founded in 2014, following dialogue with African diaspora leaders. Community-rooted and collaborative in character, Ubele focused on effective solutions to persistent social and economic issues.

Ubele is taken from Swahili meaning “The Future”.

As an African diaspora led, infrastructure plus organisation, we believe in empowering Black and Minoritised communities in the UK to act as catalysts for social and economic change. To achieve this, we work with community leaders, groups, and organisations in the UK and beyond to strengthen their sustainability, resilience, and voice.

We support the growth of individuals and community-based groups and organisations through intergenerational leadership initiatives, capacity support, enterprise, and asset development.

As a result of our appointment as the Black and Minoritised 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 5-year strategy through 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

Role: Executive 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 organisation'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 organisational, 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 contract for 1 year with opportunity for renewal.
- Warm and fun workplace environment
- 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

Application Process

If you are intrigued by this advert and would like to apply for this post, please fill in **[this application form enclosing a copy of your CV.](#)**

If you have any questions, email us at **recruitment@ubele.org**

Closing date: **14th November 22:55**

Please note that we will hold interviews with shortlisted candidates on the week commencing **22nd November or 28th November 2021.**

Data Protection Note

Any personal data you provide (e.g., address, telephone number, employment history) will be used for recruitment purposes only, and only shared with individuals involved in the recruitment.