



Would you like to be part of our current success to grow and build a stronger presence in the HIV sector?

Executive Assistant

Candidate Pack

May 2023

About us

Since its foundation in 1989, Wandsworth Oasis has provided support to - and challenged stigma towards - those living with HIV. Using revenue generated by our nine charity shops located in south London, as well as fundraiser events, we have given over £1 million in grants to HIV-related projects and organisations during the last ten years alone.

Our aim

While Wandsworth Oasis aims to support and de-stigmatise those who are HIV-positive and inform people as to how they can protect themselves from the disease, we do not directly provide health or prevention services. Instead, we direct our efforts and resources towards three main areas:

- Our charity shops
- Fundraising activities
- Grants

Values

- **We are all equal** - everyone is different, everyone is welcome and everyone is treated with respect.
- **We are one charity and one team** - no matter which area of the charity we work in, we will always help a colleague out if we can. The charity is our common focus.
- **We are trustworthy and caring** - we must keep the charity's most valuable assets (people, stock and cash) safe at all times.
- **We value our community** - we love local. We engage positively with our local area (businesses, residents, community groups, etc.) for mutual benefit.
- **We love creativity and innovation** - we listen to everyone's ideas on how we can increase awareness and raise money to support our cause.

HIV Overview

In a recent report for the National AIDS Trust researchers found that, after 40 years of HIV, many people still do not know about HIV, are confused by how it is passed on and do not know that people on effective HIV treatment cannot pass on the virus. They do not know that medicine (PrEP) exists which people can take to prevent getting HIV. Many of their references are dated back to the 80s and 90s.

Fast Track Cities London aims to cut the rates of HIV infection and eliminate the discrimination and stigma associated with it. However, internationally HIV and AIDS remain a killer; in 2020 around 680,000 people died from AIDS-related illnesses, and globally in 2020 with 37.7 million people living with HIV and 1.5 million newly infected people, it remains a serious threat.

London carries a high proportion of the national HIV epidemic, with 43% of the total of new diagnoses in England in 2017, being made in London. Prevalence varies by ethnicity and by place of residence, with a disproportionately high rate among black and ethnic minority (BAME) communities in poorer areas of the city. The diagnosed prevalence rate of HIV in London in 2017 was 5.7 per 1,000 residents aged 15-59 years. This was more than twice as high then the 2.3 per 1,000 observed in England as a whole.



Role description

Key information

Salary	£28,000 - £30,000 pa dependent on experience
Contract	Permanent, Full Time
Location	Southwest London, Head Office in SW17 9SH. Hybrid working to suit the individual. The role requires around four evenings per quarter and occasional weekends to support Board meetings, employee development days and marketing events, etc.
Reports to	CEO
Benefits	25 days of annual leave plus bank holidays, well-being support programme and pension

Job purpose

As Executive Assistant, you will provide efficient and effective administrative support to the CEO to enable them to focus on the strategic aspects of their role.

Key responsibilities

Supporting the CEO

- Providing confident and efficient support to the Chief Executive including diary and communication management and supporting Executive team meetings.
- Ensuring all Executive and/or external meetings are prepared with the relevant supporting documentation.
- Building effective and appropriate working relationships with employees, trustees, volunteers and external stakeholders connected with the work of Wandsworth Oasis.
- Supporting events which aim to promote Wandsworth Oasis and its work as required.
- Undertaking development or training required and participating fully as an employee of Wandsworth Oasis in understanding its aims, goals, and processes.

- Complying with any Health and Safety requirements.

Supporting the Board:

- Preparing for Board, sub-committee meetings and Board away days as directed, including drafting simple reports, preparing agendas, physical and electronic production, and distribution of papers, ensuring decisions at meetings are enacted and dealing with any follow-up activities.
- Preparing and maintaining the annual calendar of governance meetings.
- Ensuring new and existing Trustees have completed induction, annual appraisal and development opportunities appropriate to their role.
- Ensuring accurate records of Trustees' activities including training and attendance.
- Managing communication between the organisation, CEO and the Trustees and the wider organisation as required ensuring relevant and timely follow-up if needed.

Project/organisational support:

- Supporting the CEO in the execution of projects, taking responsibility to ensure these are well planned, communicated effectively, completed on time, and evaluated where necessary.
- Conducting research and analysis for the purposes of informing the strategic direction of Wandsworth Oasis and its employee relations e.g. general research into what is happening in the HIV world and being aware of HIV reports that are being produced by other organisations within the HIV community that may include useful information for us to consider.
- Reviewing and updating workplace policies and procedures on an ad hoc basis.



Person Specification

Essential

- Excellent organisation and administrative skills
- Experience working as an executive/personal assistant or as an administrator
- Demonstrable expertise in Microsoft Office (Project, Word, Outlook, PowerPoint, Excel)
- Commitment to maintaining confidentiality at all levels
- Excellent written, verbal communication and interpersonal skills, and the ability to maintain great working relationships with a wide variety of people
- Ability to manage complex priorities and processes and work closely with senior colleagues at Board and Executive level
- Ability to review and problem-solve
- Self-motivation and the ability to work flexibly, such that you will proactively seek out work and where you can help others

Desirable

- Experience working within the third sector
- Experience working within charity governance systems and processes
- Experience handling difficult conversations or negotiating complex situations in a professional manner
- Experience in minute/notetaking and the preparation, communication and follow-up of associated action points

What we can offer you

This is a great opportunity for someone working as an executive/personal assistant or for someone working as an administrator looking for a step up. This is a new role at the charity and the CEO is keen to support the candidate in shaping this role based on their skills and expertise. Working with an inspirational and highly supportive CEO, you will have plenty of opportunities to contribute your skills and experience and learn new skills. You will play a key role in enabling the CEO to focus their time on strategic activities by taking away the time-consuming but essential administrative tasks.

How to apply

Please [click here to apply](#) by submitting your CV and a covering letter which should indicate why you are interested in applying for this role and how you meet the selection criteria.

If you would like a call to discuss the role in more detail, please email Renu Gundala, renu@eastsidepeople.org to arrange a convenient time. Having a call of this kind will not influence the success or otherwise of your application.

We want you to have every opportunity to demonstrate your skills, ability and potential; please contact us if you require any assistance or adjustment so that we can help with making the application process work for you.

The closing date for applications is **Sunday 11th June 2023 at 10 pm** with shortlisting interviews taking place the week after with Eastside People. Please send your application in as soon as possible, however, as we will be assessing applications as they come through.

The final interview with Wandsworth Oasis will take place during **w/c 26 June 2023**.

Our commitment to diversity

As part of our ongoing commitment to diversity at Wandsworth Oasis, we actively and warmly encourage applications from a broad range of backgrounds.

We believe that people from different backgrounds bring new perspectives and skills that create fresh ideas, thinking and approaches leading better understanding of our customers, people and grant recipient needs. Our ongoing work in this space is part of who we are and will be in the future and will enable us to improve our workplace culture. We know that the more inclusive we are, the better our work will be. We are committed to continuous improvement in this space.



Eastside People

Eastside People
Canopi
7-14 Dover Street
London
SE1 4YR

0203 821 6174
eastsidepeople.org

Eastside People is the trading name for Eastside Consulting Ltd. Company number: 4958922.