



**Appointment Pack for  
Executive Assistant  
2024**



## Welcome

Thank you for your interest in The Seafarers' Charity, the leading maritime welfare grant-making charity. We are recruiting an Executive Assistant to the Chief Executive within our Team on a part time basis where you will have the opportunity to gain and provide varied experience in an interesting role. The ideal person will have high capacity, be a proactive problem solver with exceptional communication skills and have a meticulous attention to detail.

The role is an integral and trusted role, supporting the Chief Executive to be as effective as they can be. You will have previous experience, performing a broad range of both strategic and administrative duties.

You will be responsible for organising and minuting of meetings including Trustee and management meetings as required. The role will also involve providing diary management, including organising travel and accommodation; ensuring the Chief Executive has appropriate briefings for meetings, speeches, conferences, and events as well as coordinating high level and sensitive correspondence as required.

You'll be joining a diverse, friendly, committed team of about 20 staff. Staff are currently opting to work on a hybrid basis, with a minimum of 3 days per week in the office for full time staff. There are regular organisation-wide staff meetings at the office to ensure opportunities for people to get to know each other face-to-face, plus smaller departmental team meetings, and cross-organisational working groups.

You will have an important part to play in helping us to achieve our ambition of seeing seafarers are free from need as is possible. If you join us, you will have the opportunity to make a real impact and be part of our success story.

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# About

## The Seafarers' Charity

### Who we are

The Seafarers' Charity has been improving the lives of those who work at sea, and their families, for over 100 years. Established in 1917 as The King George's Fund for Sailors, to support the families of seafarers lost at sea during World War One, we support seafarers throughout their seafaring careers and beyond. We are the largest independent grant funder of maritime welfare charities – with at least £2 million in funding injected into supporting the safety and welfare of seafarers each and every year.



### Our vision and mission

Our **vision** is a world where seafarers and their families are free from need and disadvantage.

Our **mission** is to tackle the disadvantages of seafaring life by leading collaboration, funding and advocacy to improve seafarers' lives.

### What we do

We are built on two foundational pillars: **fundraising** and impactful **grant-making**. For over 100 years, we have been the central fundraiser for maritime welfare. As a truly independent charity, we always put seafarer welfare first. We raise funds in order to make impactful grants, informed by our deep knowledge of the sector. Our long history of fundraising and funding key maritime welfare service providers positions us at the heart of an 'ecosystem of support' within the maritime sector.

We award funding to support a diverse range of partner organisations to deliver vital, targeted help where it's needed most. We fund the essential cost of a strong network of maritime welfare services across the global sector, and – crucially – tackle seafarer hardship in all its forms; at sea and on land.

Our fundraising efforts see us both reaching out to interested individuals and partnering directly with industry and other bodies. We value the importance of reciprocal relationships: delivering a back and forth dialogue that brings learning and understanding for us and our partner organisations. This includes gathering evidence and data that can help us champion and advocate for seafarers more effectively, identify new areas to target, and raise more funds. By celebrating and sharing the results of our grant-making, we aim to continuously increase our fundraising – and continuously grow our impact.

# Our Strategy

## The long-term impact we want to achieve

Put simply, we believe a career at sea should be fulfilling, rewarding, safe, and free from the unique hardships that can be part of a life on board. Everything we do is about charting a course to make this a reality.

We want to drive improvements in the lives of seafarers globally – these are set out as five strategic outcomes to support long-term impact, and achieve:



**Better working  
lives at sea**



**Safer working  
lives at sea**



**Enhanced financial  
resilience**



**Increased health  
and wellbeing**



**Improved social  
justice**

Our strategy looks ahead across 2024-2030, establishing the following three key pathways, creating a clear direction of travel for our Charity, without losing the great work underway in delivering against the existing framework:

**- Preventing hardship:** Amongst our grant recipients, we fund charities and non-profit organisations that provide a vital safety net in times of crisis, but ultimately our vision is for a world where rescues are not needed, and charitable support delivers more than a short-term, or one-off response.

**- Advocating for action:** Industries and governments have a vital role to play in ensuring that working at sea is a rewarding and safe career, whatever form it takes. Where we see gaps in industry action or in regulation or enforcement, we will work collaboratively, use our convening powers and our voice, and advocate for improvements to seafarers' safety and welfare at sea.

**- Global impact:** We recognise that seafaring, by nature, is a global occupation. With seafaring careers taking men and women all over the world, and seafaring communities based in many different countries, our remit is broad and reflects the scale and breadth of the industries and people we support. Our focus will increasingly be on preventing the causes of hardship experienced as a consequence of working at sea. We will better understand where opportunities to act preventatively exist, and we will assess our impact through this lens.

## Living our Values

Crucially, we continue to be an organisation that is proud of not shying away from tackling difficult and complex systemic challenges – we fund research to understand the issues we work on, and then we use our voice, our convening power, and our willingness to collaborate, to bring positive change for seafaring communities. Through this approach, we work by – and exemplify – our values. We are:

### Driven by integrity

We do the right thing. Compassion and transparency are embedded in how we work.

### Innately collaborative

We inspire a culture of creative partnerships to achieve the best impact and outcomes.

### Proudly innovative

We embrace effective new ideas and ways of working.

### Bold in our decisions and actions

We ensure impact through brave and well-considered decision-making.



## The 'Ecosystem of Support'

The Seafarers' Charity's long history of fundraising and funding key maritime welfare service providers positions us at the heart of an 'ecosystem of support' within the maritime sector. To bolster this ecosystem and deliver wider benefit across the maritime sector, we convene, commission research, share knowledge, and use our voice to advocate for seafarers. We recognise our role in strengthening and growing the whole network of support for seafarers.



## Equity, Diversity, and Inclusion

The Seafarers' Charity recognises and harnesses the importance of Equity, Diversity and Inclusion (EDI) and is signed up to the [Diversity In Maritime Charter](#) and committed to a policy of promoting equality of opportunity, by providing an inclusive workplace where individual differences are valued and respected. We recognise that equality is not simply about treating everyone the same and that equity is key, making appropriate adjustment to ensure equal opportunities for all. We have a staff led EDI working group that meets monthly and have staff 'lunch and learns' to push forward our work on EDI within our organisation.



In short, we embrace anyone and everyone who work for us, or we work with... in the services we provide. We strive to eliminate any processes with unfair treatment or discrimination (whether direct or indirect) and will not tolerate any discrimination relating to issues of equity, diversity, or inclusion.

We encourage applications from all regardless of age, sexuality, socio-economic background, disability, ethnicity, gender, religion, or beliefs. We are committed to building a culture of belonging and inclusion and this is reflected in our policies, practices, and diversity in maritime networks and supported by our Board.

We are a family friendly organisation, and we encourage flexible working as we want our employees to achieve a healthy work-life balance. Currently our employees are working flexibly with 3 days in the London office per week.

## How to apply

If you are interested in applying, please send a current CV (no more than three sides) and supporting statement - which should outline your suitability in relation to the Job Specification, along with your motivation for applying for the position to [recruit@theseafarerscharity.org](mailto:recruit@theseafarerscharity.org) with reference EA2024 in the subject line

**Closing date:** Applications will close **9am Wednesday 24 April 2024.**

### Salary & Benefits

Remuneration: £35,000 depending on experience – Pro Rata

Contract: Permanent – Part-Time 3 4 days per week or 21 -28hours per week

The rewards package also includes:

### Holiday entitlement

- 30 days + public holidays pro-rata

### Pension and Other Benefits

- Auto-enrolment to group scheme (7.5% employer contribution, 5% employee)
- Health cash plan (HSF) or Healthcare Membership scheme (Benenden)
- Season ticket Loan
- A free dedicated employee assistance programme
- Hybrid working options

### Location: the charity is based at:

8 Hatherley Street  
London  
SW1P 2QT



## **JOB DESCRIPTION**

### **Primary Role:**

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To ensure that the Executive Office is run with a high standard of service and support to the Chief Executive and General Council.

To ensure that charity's internal communications (staff and trustees) function well and that people feel appropriately informed and engaged.

To organise and support the leadership team meetings thus helping to ensure that the team know what is needed of them and that they are being supported to do our work.

### **Principal Tasks:**

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#### **Executive Assistant to the Chief Executive**

- Supporting the Chief Executive and organising all aspects of her work, including diary management, travel, organising speeches, external and internal meetings, email and correspondence.
- Maintaining records/files so that information needed can be quickly and easily retrieved.
- Supporting her to balance all the calls on her time so that she has personal time as well as work.
- Providing detailed briefing material to the Chief Executive prior to meetings and speeches.
- Conducting research where required to support the Chief executive in the preparation of speeches or attendance at meetings.
- Creating presentation and reports, drafting, and preparing for speeches.
- Managing expenses and ensuring travel expenses are reclaimed where appropriate.
- Being the face of the Chief Executive for staff, trustees, and key stakeholders.
- Ensuring the Chief Executive can carry out her other external roles efficiently and effectively.
- Being the secretariat for any external groups or coalitions as and when needed.
- Carry out any other duties as determined by the Trustees and Leadership Team from time to time.

#### **Supporting and servicing the Trustee Board**

- Liaising with Chief Executive and Chair and preparing agendas and supporting papers for General Council Meetings.
- Taking and writing up minutes of trustee meetings and other meetings as required.
- Organising dates and venues for General Council Meetings and Strategy Days a year ahead.
- Ensuring that all papers, agenda, and minutes are produced and circulated within the agreed timescales.
- Managing Trustees' expenses when needed.

- With the support of the Chief Executive and the Chair ensuring that trustees are kept informed of communications and newsletters from the Charity Commission or any other relevant bodies that affect their work

#### **Internal Communication**

- Organising dates and ensuring appropriate content for monthly staff briefings, Leadership Team Appraisals and All Staff days
- Regularly checking that internal communications are working effectively and if not taking the appropriate action by advising and guiding where appropriate or informing the Chief Executive, or Directors if necessary.
- Ensuring that the Chief Executive has time set aside to talk to staff

#### **Supporting the Directors**

- Ensuring the Directors are well informed of any relevant information sometimes in the form of a 'heads up'.
- Keeping lists and notes of Directors meetings to remind them what they need to discuss/make decisions about.
- Support projects being run by Directors when asked/where appropriate
- Producing formal minutes when required.

#### **Working with the Leadership Team**

- Organising dates for Leadership Team Meetings, Team Away Days, and training
- Preparing agendas and taking and writing up minutes of Leadership Team Meetings and Away Days
- Ensuring that the Chief Executive's direct reports have regular booked review meetings
- Monitoring and chasing Leadership Team, where appropriate, for monthly reports, or other outstanding actions
- Organising annual 1-1s with Leadership Team
- Being an informal link between the Chief Executive and the Leadership Team.

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Requirements to carry out the job effectively (and which may be developed).

The requirements listed below are representative of the knowledge, skill, and/or ability required.

- Ability to work with trustees and people of varying levels of seniority.
- Proficient experience of common office platforms such as, Word, Excel, PowerPoint, Outlook, Teams and SharePoint
- A high level of written and spoken English skills or the ability to check grammar and spelling effectively before public communications
- Able to build relationships at all levels with internal staff, trustees external stakeholders and supporters

- Evidence of ability to do desk level research (e.g., look up the backgrounds of contacts, research MPs; charities and their Chief Executive/trustees etc)
- Able to manage and follow financial processes and procedures for expenses
- Good eye for detail – able to spot others' mistakes and find ways to resolve them
- Flexible and able to respond to variations in workload and requirements
- Proactive and able to anticipate, plan and prepare in advance of requests
- Discreet and loyal
- Ability to multi-task and manage multiple priorities.