

Job Title: Administrative Assistant

Contract: Permanent

Hours: 35 Hours per week, Monday - Friday

Location: Hybrid, 2-3 days per week required in the Edinburgh office (including Tuesday)

Reporting To: Executive Assistant to the CEO & COO

Salary: £24,000

Closing Date: 12pm on Friday, 6th February

About the Veterans' Foundation

The Veterans' Foundation was founded in 2016 to provide vital support to our armed forces community with lifelong needs. As a grant-giving charity, we raise funds to support many small to medium charities to provide essential services to our armed forces community in need.

Since our launch, we have now awarded over £32m towards 1150 projects for 540 small to medium charities and providers of support for physical injury, disability, mental health issues, addiction, homelessness, bereaved children, family welfare, education, and unemployment.

Our latest [Impact Report 2024](#) and video from [Mark Ormrod](#) highlight some fantastic organisations and essential services we can make available to our UK armed forces community.

About the Role

This role offers an excellent opportunity to join a young but highly impactful Armed Forces charity. We are seeking a highly motivated and capable Administrative Assistant to support the Senior Leadership Team (SLT), Executive Team, and wider organisation across a range of administrative responsibilities.

You will work closely with the Executive Assistant (EA) to the CEO and COO, so strong communication, attention to detail, and teamwork are essential. The ideal candidate will be highly organised, an efficient note-taker, and a confident communicator with strong people skills and the ability to balance multiple tasks effectively. The role requires a proactive individual who can use their initiative to identify needs, solve problems, and drive tasks forward.

This role plays a key part in ensuring smooth day-to-day operations across the organisation, including diary management, document preparation, meeting support, and inbox coordination. The position reports to the EA and provides reliable backup to the Executive and Senior Leadership Teams. Some UK-wide travel may be required to support Executive commitments as well as attendance at quarterly team meetings.

Joining the Veterans Foundation at this moment, approaching our 10-year anniversary and delivering several major projects including a CRM implementation and website redesign, means you will gain valuable insight into the internal operations of a leading funder within the Armed Forces third sector.

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Key Responsibilities

Administrative Support

- Manage busy public inboxes by triaging, responding to, escalating, and tracking enquiries on a daily basis
- Deliver reliable day-to-day administrative support to the Executive Team and SLT.
- Assist with diary management, scheduling, and meeting preparation (internal and external).
- Research and prepare briefs for the Executive and SLT teams on a range of topics
- Record, process, and submit expenses accurately and in a timely manner.
- Prepare, proofread, and format documents, agendas, reports, and presentations.

Operations & Coordination

- Support the EA with office administration, supplier coordination, and operational processes.
- Arrange UK travel and accommodation for the Executive Team and SLT.
- Assist in planning and delivering internal and external events, including quarterly team meetings.
- Provide absence cover for colleagues in other departments with regards to admin and inboxes
- Support staff onboarding and off-boarding, including IT setup, systems access, and subscriptions.
- Assist the Company Secretary in preparing documents and meetings for the Board of Trustees.
- Become a hub of information for the whole staff with the ability to share information as appropriate or direct their questions to the right person or team.

The role may include other reasonable duties from time to time in line with organisational needs.

Person Specification

Essential Attributes

- Highly organised, dependable, and detail-focused.
- Able to manage time effectively and prioritise competing demands.
- Confident, professional communicator when dealing with internal and external stakeholders, particularly when representing the Executive Team or SLT.
- Strong IT literacy, including proficiency with Microsoft Office and Microsoft Teams.

- Strong attention to detail and high accuracy in all tasks
- Excellent written and spoken English.
- Able to work quickly and accurately under time pressure.
- Strong interpersonal skills and ability to build positive working relationships.
- Discreet and trustworthy when handling confidential or sensitive information.
- Ability to work independently using initiative, as well as collaboratively within a team.
- Problem-solving mindset and willingness to learn.
- Previous experience in administration or office support.
- Passion for the charitable Third Sector.

Desirable

- Experience in public-facing or customer service roles.
- Knowledge and experience of the Armed Forces Community

Why Join Us?

- Flexible working arrangements.
- Opportunity to work for a charity delivering a meaningful and visible impact
- A collaborative, ambitious team that values professionalism, wellbeing, and work-life balance.
- Generous pension scheme through Royal London.
- 28 days annual leave plus 9 bank holidays



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