

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: £25,000 pa

Closing Date: 17:00 Monday 10th August 2026

Interviews: w/c 24th August 2026

About the Veterans' Foundation

Founded in 2016, the Veterans' Foundation is a grant-giving charity dedicated to serving veterans and their communities across the UK. We back the people and organisations that understand and respond to the challenges facing veterans, their families, and their communities.

From national charities to local community initiatives, we support projects addressing key issues such as mental health, housing and community-based support. Together, we listen to veterans and help make an active difference in their lives.

As a grant-giving organisation, we are rigorous in the projects we invest in, partnering strategically and measuring outcomes for veterans and their communities. To date we have awarded nearly £40 million in grants.

The Veterans' Lottery, the UK's largest single-cause lottery, remains the main source of funding for the Foundation's grants programme.

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, proactivity, 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.



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This role plays a key part in ensuring smooth day-to-day operations across the organisation, including diary management, meeting support, arranging travel and accommodation, 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 in Edinburgh.

Joining the Veterans Foundation at this moment, during our 10-Year Anniversary Year and delivering several major projects including anniversary celebrations, a brand refresh, significant PR activities, a CRM implementation, and a website redesign, means you will gain valuable insight into the internal operations of a leading funder within the Armed Forces third sector.

Key Responsibilities

Administrative Support

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

Operations & Coordination

- Arrange UK travel and accommodation for the Senior Leadership Team and Board of Trustees.
- Support the EA with office administration, supplier coordination, and operational processes.
- Assist in planning and delivering internal and external events, including quarterly team meetings.
- Working with the Company Secretary to support the Board of Trustees, including communicating information, document preparation, meeting arrangements, and travel and accommodation.
- 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.

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- 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 work proactively, manage time effectively and prioritise competing demands.
- Takes ownership of tasks and can see them through to completion.
- 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 working with senior stakeholders.
- Knowledge and experience of the Armed Forces Community



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Why Join Us?

- Flexible hybrid 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
- 2 volunteering days per year

How to Apply

Please email your CV and a Covering Letter outlining how your skills and experience align with the requirements of the role to careers@veteransfoundation.org.uk by 17:00 on Monday 10th August 2026.

Please note, you will not receive an update on the status of your application until after the closing date.



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