

July 2022

Dear Applicant

Thank you for your interest in the role of Executive Assistant at The Bell Foundation. This is a key role which provides high level administrative and EA support to the Director and Chief Finance Officer (CFO) and working closely with the Senior Management Team (SMT) and Board of Trustees.

The Foundation is a charity which was established in 2012. Over the last ten years the Foundation has grown and developed and is now recognised as a leading expert in its field of work, supporting children and adults with English as a second or additional language. Our vision is to create opportunities, change lives, and overcome exclusion through language education. We are delivering this vision through three different strategic programmes, targeting three beneficiary groups, children with English as an Additional Language (EAL), people with convictions and victims with language and literacy needs in the UK, and young adults with ESOL (English for Speakers of Other Languages) needs. Our work reaches those who work with these groups such as teachers, school leaders, charity workers and prison staff as well as thought leaders.

This is an excellent opportunity for someone who is highly organised and efficient, with first class secretarial and administrative skills, who enjoys working at a high level in a fast paced environment with all stakeholders. This is an exciting time to join The Bell Foundation as it continues to grow and develop. The Executive Assistant will be joining the team to support the Director and CFO, the SMT and the Board of Trustees in the implementation of the agreed strategic direction of the Foundation. We offer hybrid working and a full package of benefits.

The Bell Foundation believes in diversity, valuing difference and tolerance. We welcome applications from all backgrounds regardless of first language, sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

I look forward to hearing from you.

Yours sincerely



Diana Sutton
Director – The Bell Foundation

About The Bell Foundation

Our Vision

Creating opportunity, changing lives and overcoming disadvantage through language education.

Our Mission

To achieve our vision, we work with partners on innovation, research, training and practical interventions. By generating and applying evidence, we aim to change practice, policy and systems for children, adults and communities in the UK disadvantaged through language.

Values

- We are independent and impartial with no political affiliations
- We are authoritative and rigorous in our approach and present clear and balanced evidence
- We work in partnership with others
- We champion practical solutions to problems, and
- We believe in diversity, valuing difference and tolerance

About our programmes

The Bell Foundation has established three programmes to support its overarching aims. Details on the EAL Programme, the Criminal Justice Programme and the ESOL Programme are outlined below with more information available on the Foundation's website.

EAL Programme:

Aims to improve the educational outcomes of children and young people with English as an Additional Language in the UK to benefit the individual child, families, communities and society as a whole.

Programme objectives:

- Develop and evaluate models of good practice.
- Build capacity and innovate.
- Ensure that policy is more reflective of EAL needs and engage in thought leadership.

Find out more about the [EAL Programme](#).

Criminal Justice Programme:

Aims to break down the language and cultural barriers to accessing and achieving justice and rehabilitation for individuals in contact with the English and Welsh criminal justice system for whom English is a second or additional language.

Programme objectives:

- Build an evidence base.
- Engage in system change and thought leadership.
- Create capacity within the criminal justice sector.
- Support organisations working with victims.

Find out more about the [Criminal Justice Programme](#).

ESOL Programme

Aims to find out what young people and migrants need from ESOL learning to ensure they are able to go into meaningful employment, and to identify and share good practice in ESOL provision for all learners.

Programme objectives:

- Build an evidence base.
- Engage in system change and thought leadership.
- Agree new practical partnerships at local and regional level.

Find out more about the [ESOL Programme](#).

Key documents

[Annual Report](#)

[Impact Report](#)

Visit the [website](#).

JOB DESCRIPTION

Job Title	Executive Assistant to the Director and Chief Finance Officer
Organisation	The Bell Foundation
Reports To	Director of The Bell Foundation
Location	Hybrid (Cambridge)
Salary	£26,609 to £31,304
Role Purpose	<ul style="list-style-type: none"> • To provide high level administrative and EA support to the Director and Chief Finance Officer (CFO) working closely with the Senior Management Team (SMT) , including attending SMT meetings. • To provide confidential EA services to the Director and CFO and support them by setting up appropriate systems and being the first point of contact for all enquiries and visitors for the Director. • Provide confidential support to the Board of Trustees, Board Committees and to the SMT of The Bell Foundation. • To provide administrative support in relation to The Bell Educational Trust's property matters. • To maintain confidentiality, use discretion and sound judgement in undertaking all duties. • To maintain the statutory books of the charity and provide appropriate secretarial support on all company secretarial matters. • Maintain full electronic and where appropriate manual records and audit trails.
Main responsibilities	<p>Director and CFO</p> <ul style="list-style-type: none"> • To support the Director and CFO and liaise positively and professionally with Board members, external stakeholders and colleagues. • To plan dates and venues for SMT meetings, planning and drafting agendas and circulating papers and ensuring agreed actions are followed up. • Supporting the Director and CFO with the preparation of Committee and Board papers. • Support the Director and CFO in preparing for meetings, through the preparation of written and verbal briefings. • To maintain the Foundation's systems to ensure compliance with all current charity, data protection, equalities and other law and regulations. • To develop and maintain an efficient "brought forward" system and review regularly to ensure that the Director and CFO are always fully briefed and prepared for meetings and events. • Developing and maintaining appropriate paper and electronic filing systems for the Director, the CFO, SMT and The Bell Foundation's Board of Trustees. • To take full responsibility for the Director and CFO's diaries, organising and maintaining the diary and arranging appointments. • Maintaining and developing the Foundation's office systems including devising and maintaining office systems to deal with the flow and storage of files and information, ensuring office supplies are maintained. • Manage correspondence between the Director, the CFO and external stakeholders including categorising incoming mail, and triaging and delegating where relevant and appropriate and dealing with correspondence, post, producing letters, responding to e mails, managing expense claims, and arranging travel. <p>Board and Governance</p> <ul style="list-style-type: none"> • Provide effective support for Trustee meetings (Board, Committee and Away Days) including co-ordinating meeting and travel arrangements,

	<p>preparing agendas, distributing papers and taking accurate and timely minutes.</p> <ul style="list-style-type: none"> • Preparing papers for the Board and its Committees, coordinating the staff team to produce papers in a timely manner, ensuring all relevant paperwork is prepared in advance, supporting producing documents, papers, reports and assisting with presentations. • Ensuring the organisation carries out its legal duties with regard to Board member appointments and retirements and organising Trustee inductions. • Support with the effective governance of the organisation including oversight of Trustees' terms of office and Committee membership. • In conjunction with the CFO, ensure bank mandates are updated appropriately for changes of Trustees. • Maintaining the statutory books of the Charity including register of Directors, members and charges and register of interests. • To coordinate DBS checks and re-checks for Trustees. • Ensuring that information regarding the Board is kept fully up to date including on the Foundation's website. <p>Property</p> <ul style="list-style-type: none"> • Overseeing all property related administration. • Providing effective administrative support to the CFO on all property related matters. <p>Project Management</p> <ul style="list-style-type: none"> • Managing projects on behalf of the CFO or Director or wider SMT. <p>Other</p> <ul style="list-style-type: none"> • To be proactive and able to act on own initiative, both individually and as a member of a team. • Maintaining full manual and electronic records and audit trails. • Ensuring the Director, CFO's and own contacts are kept up to date. • Undertaking other duties commensurate with the post, which the Foundation deems appropriate.
General	<ul style="list-style-type: none"> • To adhere to all statutory regulations and to the policies and procedures of the Bell Educational Trust Limited. • Protect at all times the confidentiality of information handled within the remit of the post. • Promote and safeguard the welfare of children and young persons you are responsible for and come into contact with. • To work irregular hours and travel within the UK if required. • To undertake any reasonable duties as required.

Compiled by:	Director of The Bell Foundation
Date:	July 2022

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This job description is not to be regarded as exclusive or exhaustive and does not form part of your contract terms. It is an outline of the areas of activity and responsibility and, like all such documents, will be amended from time to time, in the light of the changing needs of the Trust.

PERSON SPECIFICATION

Job Title	Executive Assistant to the Director and CFO of The Bell Foundation
Organisation	The Bell Foundation
Experience	<ul style="list-style-type: none"> • Experience working in a comparable role supporting a CEO, CFO and Board of Trustees, including managing arrangements for Board and Committees and taking formal minutes. • Demonstrable experience working as an EA in a charitable or commercial environment. • Experience of running an SMT. • Experience of managing office administration systems and diary management at senior level. • Experience of maintaining statutory books, files and records in the charitable or commercial sector.
Personal Skills/Qualities	<ul style="list-style-type: none"> • Highly organised and efficient with strong administrative skills that demonstrate the ability to effectively plan ahead, organise and manage a workload to deadlines. • First class secretarial and administrative skills including minute taking to a high level of accuracy. • Ability to prioritise from a range of tasks and manage a work programme independently. • Advance user of Word, Excel, Powerpoint and full Microsoft office packages. • High level of written communication skills. • Aptitude to innovate and develop new solutions and to effectively plan ahead. • Excellent interpersonal and communication skills and the ability to interact effectively at all levels including at Trustee level. • Resilient when busy. • Confident and friendly in dealing with senior colleagues and stakeholders. • Integrity and discretion over confidential information. • Enthusiasm for and commitment to the Foundation's mission. • Flexible, self-motivated and able to work on own initiative.
Special Requirements	<ul style="list-style-type: none"> • This role is a hybrid role with occasional travel within the UK. • Occasional out of hours working may be required.

The Bell Foundation offers the following benefits:

- 25 days' annual leave per year plus 8 public holidays.
- Pension Scheme: 5% employee/employer matching contributions. Employees can also choose to make their pension contributions via salary sacrifice.
- Options to Buy /Sell Annual Leave.
- BUPA Dental Plan.
- Free Eye Tests.
- Life Assurance Scheme.
- Tech Scheme.
- Cycle to Work Scheme.
- Health Assured Employee Assistance Plan.
- Free car parking on-site (Cambridge).
- Subsidised canteen on-site (Cambridge).