



the  
**Tudortrust**

# EA and Operations Manager

Recruitment Pack

[www.tudortrust.org.uk](http://www.tudortrust.org.uk)



## About us

The **Tudor Trust** is a grant-making organisation with a long-standing commitment to funding smaller, grassroots organisations. With an endowment of around £220m, our annual commitment to grants has averaged £20 million. We are winding down our current grant-making strategy, and are reevaluating and developing a new strategy centred around racial, social and economic justice.

In tandem with our strategy review, we are undergoing a comprehensive change process, which includes refreshing our Board and rebuilding our staff team. This transformation extends to the redevelopment of our internal people culture policies and practices with Justice, Equity, Diversity and Inclusion at its heart.

## **Our behaviours and ways of working**

As we co-develop our organisational culture with staff and trustees, we're working towards fostering the following behaviours and values, which are integral to our work at **Tudor Trust**:

### **Inquiring**

Fostering an environment of inquiry through curiosity, embracing new perspectives, engaging in ongoing exploration, and committing to continuous learning.

### **Collaboration**

Work with colleagues, grantees and trustees and actively communicate ideas, offer support, and participate in collective decision-making to achieve shared goals.

### **Transparency**

Maintaining transparency through honest communication, open sharing of information and decisions, taking accountability for actions, and ensuring clarity in all interactions.

### **Inclusive**

Creating an inclusive workplace environment by respect for diversity, promoting equity and belonging and demonstration of empathy towards others' experiences and perspectives.

### **Justice**

Ensuring fairness, equity, and impartiality in all aspects of society, ensuring that individuals receive what they are due and that their rights are respected and protected.

### **Creativity**

Coming up with new and unique ideas or ways of doing things by using your imagination and thinking in different ways.

These behavioural expectations are fundamental to our organisational culture and will guide our practices to ensure a positive, inclusive, and collaborative work environment for all staff and stakeholders.

# About the role

## EA (Executive Assistant) & Operations Manager

As the EA and Operations Manager at **Tudor Trust**, you will be pivotal in ensuring the smooth operation and effective management of both administrative and operational functions within the organisation.

With a focus on providing comprehensive support to the Board and CEO, the role encompasses a diverse range of responsibilities, including executive assistance, operations management, HR administration, and financial support.

**Salary:**

£40,000 per annum

**Location:**

Hybrid working  
(3 days in London office/week)

**Hours:**

35 hours/week

**Contract:**

Permanent, Full Time

**Reports to:**

Head of Finance and Resources



## Context

The **Tudor Trust** is working towards a total transformation. We are committed to working in a collaborative and iterative way, refining our plans as we develop. All our staff will be proactive in helping us to develop ways of working that speak to our mission, values and what we want to achieve in the longer term.

In the immediate, we are building and bedding in a new Board, and at the same time, building a new staff team. We also want to consider ways in which we bring in advisors, and engage our wider stakeholders. In addition to our people work, we are also reviewing all our operational infrastructure, including how we maximise on the use of our building in Holland Park.

As we shift from an organisation rooted in family and the origins of the foundation, to one that is independent and stewarded by people with closer connections to under resourced communities, we do not underestimate the need to shift culture, behaviours and our shared understanding of the long-term goals.

The EA and Operations Manager will play a key role in all of this.

## Key responsibilities

### **Board and CEO Support**

- Provide comprehensive administrative support to the CEO, Chair of the Board and Trustees, including proactively managing calendars, scheduling meetings, and handling travel arrangements.
- Assist in the preparation of reports, presentations, and correspondence.
- Attending meetings for notetaking, to capture actions for next steps.
- Assist in organising events, workshops, and training sessions.
- Coordinate logistics, invitations, and follow-up activities for meetings, and in particular, board and committee meetings.

### **Operations Management**

- Oversee the day-to-day operations of the organisation, including facilities management, office supplies procurement, and equipment maintenance.
- Develop and implement efficient processes and procedures to enhance operational effectiveness and streamline workflows.
- Coordinate with suppliers, contractors, and service providers to ensure smooth operations and timely resolution of any issues.
- Ensure compliance with relevant regulations, policies, and procedures related to health and safety, data protection, and organisational governance.
- Support the review and planning of opening up the use of the building to external stakeholders for social and creative purpose.
- Handle general administrative tasks such as managing office supplies and maintaining SharePoint.

## **HR and People Administration**

- Assist with recruitment processes, including posting job advertisements, scheduling interviews, and candidate communication.
- Coordinate employee onboarding and induction programs, ensuring a smooth transition for new hires.
- Maintain accurate and up-to-date employee records, including personal information, employment contracts, annual leave and sickness absences.
- Support the organisation in implementing policy changes and fostering a positive people culture, addressing routine employee inquiries and offering guidance as needed.
- Liaise with our outsourced HR provider to ensure our HR documentation and records, including employee contracts, policies, staff handbook and compliance requirements are kept up to date.

## **Financial Administration**

- Assist with basic financial tasks, including processing invoices, expense reports, and reimbursements.
- Review all our insurances and support the Head of Resources with the administration of the charity's bank accounts.

As our organisational change initiatives progress, the EA & Operations Manager role will evolve, facilitated and managed by ongoing reviews conducted in collaboration with the Head of Finance and Resources.

## Person specification

### **Experience, Skills and Knowledge**

- Experience as an Executive Assistant or Administrator.
- Experience in coordinating with suppliers, contractors, and service providers to maintain smooth operations and address any operational issues promptly and effectively.
- Proactive and detail-oriented, with the ability to anticipate and address the CEO's needs.
- Forward thinking, organisational and project management skills.
- Organisational skills and the ability to effectively manage multiple tasks and priorities.
- Proficiency using Microsoft 365 tools, including PowerPoint, excel, SharePoint and teams,
- Communication and interpersonal skills, with the ability to interact with stakeholders at all levels within the organisation.
- Understanding of best practices in operations administration, including facilities management, procurement, and health and safety regulations.
- Discretion and ability to handle confidential information.
- Knowledge of / interest or understanding of Justice, Equity, Diversity, Inclusion and Belonging.







## Key Competencies

- Effective problem-solving abilities and a solution-oriented mindset and ability to make decisions.
- Active listening in attending meetings, taking detailed notes, and capturing actionable items for follow-up.
- Attention to detail with an ability to handle various administrative tasks with precision and accuracy.
- Written and verbal communication skills that engages stakeholders at all levels.
- Adaptability and Flexibility to handle multiple tasks and priorities in a changing environment.
- Ability to work collaboratively with diverse stakeholders, including executives, team members, and external partners.

## Key Attributes and Values

- Commitment to equity, diversity and inclusion, reflected in lived or learned experiences.
- Commitment to the importance of resourcing communities that are underserved and experience marginalisation.
- Commitment to understanding better the role of philanthropy in social and racial justice.

## Our commitment to Equity, Diversity and Inclusion

At **Tudor Trust**, we value and celebrate the differences that make us who we are. We respect the unique differences that each individual brings to the table, whether it's age, cultural heritage, disability and mental health, ethnicity, race, gender, gender identity and expression, sexual orientation, or social background.

**Tudor Trust** is fully committed to equity, diversity and inclusion in our sector. We want this to be reflected in the diversity of the people who work for us and we are particularly interested in applications from people from all backgrounds.



## How to apply

If you would like to apply for this role, please submit a CV and supporting statement to [priyacinar@tudortrust.org.uk](mailto:priyacinar@tudortrust.org.uk) outlining how you fulfil the person specification (experience, skills and knowledge, key attributes and values) for this role.

The supporting statement can be completed in one of four different ways:-

- Written A4 (No more than 2 sides)
- PowerPoint (No more than 5 slides)
- Audio recording (No more than 5 mins)
- Video Recording (No more than 5 mins)

### Applications close:

**3pm on Monday 8th April 2024**

Interview schedule (in person at our office in Ladbroke Grove):

- w/c 15th April: 1st stage interview
- w/c 22nd April: 2nd stage interview and task

For a chat about the role, you can reach out directly to Priya Cinar in the **Tudor Trust** team.

Email [priyacinar@tudortrust.org.uk](mailto:priyacinar@tudortrust.org.uk).

