A black background with white text and green line

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**Application Pack**

A person holding her hand up to the sky

Description automatically generated**Executive Assistant**

**To Chief Executive**

**Welcome**

Changing Pathways is a registered Charity, providing domestic abuse services across the south of Essex, in partnership with Ending Violence in Essex Charity.

We are the Essex County Council commissioned service for **Harlow, Epping, Brentwood, Thurrock and Basildon.**

We deliver a range of services, offering a non-judgemental, trauma informed approach to support men, women and children who are or have experience domestic abuse. This includes:

* **Safe accommodation**
* **Outreach Support**
* **Specialist Services for the Global Majority**
* **Stalking Support**
* **Counselling**
* **Training**

Joining our team means becoming part of a dynamic, innovative, and supportive environment where your growth and success matter. We are passionate about what we do, and we value collaboration, creativity, and excellence. By joining us, you’ll work alongside talented individuals who inspire and challenge one another to achieve their best. We are committed to providing opportunities for professional development, fostering a culture of inclusivity, and recognising the unique contributions of every team member. If you’re looking for a workplace that values your skills, encourages your ideas, and supports your ambitions, this is the perfect place for you to thrive.

**Tania Woodgate**

**Chief Executive Officer**

A person and a child with painted hands

Description automatically generated**Our Vision**

Our vision is a world in which

all can live fulfilled lives, free

from domestic abuse. We aim

to create an equitable and just

future for women, men and

their families.

**Our Mission**

We do this to by helping everyone

find their own pathway out of life of domestic

abuse and change their future for the better. We

understand the complexities of domestic abuse and that individual who connect us are coming from different points in their journey, some are still in their relationships, some have left, but regardless of where they are, we will support them all.

**Our Values**

**EMPOWER** individuals to make their own choices in a safe environment to enable them to regain their independence.

Work with **RESPECT AND DIGNITY**, valuing everyone’s experiences and circumstances and advocating for their unique needs.

**EDUCATE** for the devastating impact that domestic abuse has on individuals, local community and society.

**COLLABORATE** and work in partnership with other organisations to provide the best support for those impacted.

**OUR TEAM**

**Board of Trustees**

**The Role**

As Executive Assistant (EA) to the Chief Executive (CEO), you will play a pivotal role in enabling the effective leadership and strategic delivery of the charity’s mission. This is a dynamic position that demands a proactive and highly organised professional who can manage competing priorities, support high-level decision-making, and contribute meaningfully to both strategic and operational functions. A solid understanding of the domestic abuse sector, alongside discretion, initiative, and a deep commitment to the cause, is essential.

Our Staff adhere to our values, that make us PROUD of our organisation.

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| **P** | **Positivity** | **We approach change and challenges with a positive mindset and optimism** |
| **R** | **Respect** | **We treat everyone fairly and with respect, value and celebrate differences** |
| **O** | **Ownership** | **Our behaviours are PROUD towards everyone regardless of their role** |
| **U** | **Unity** | **We are one Organisation. Together we are stronger** |
| **D** | **Dedication** | **We uphold a strong commitment to our clients, our work, the organisation and each other** |

**Main Responsibilities**

Work closely with the CEO to provide administrative duties to support.

Current regulation compliance, including accepted professional standards, policies and procedures and legislation (including legislation on data protection, the Equality Act and health and safety).

**· A skill to prioritise complex inquiries and requests ensure smooth day-to-day engagements for the CEO.**

Executive Support

* Provide high-level administrative and strategic support to the CEO, including diary management, correspondence, meeting preparation, and minute-taking.
* Act as a gatekeeper, managing communications and prioritising requests for the CEO’s attention.
* Coordinate internal and external meetings, including preparation of agendas, papers, and presentations.
* Monitor and follow up on actions arising from meetings and ensure timely completion.
* Manage confidential and sensitive information with the highest level of discretion.

Organisational Operations

* Support the CEO in the day-to-day running of the organisation, contributing to operational planning and delivery.
* Liaise with managers and teams across the organisation to ensure efficient communication and alignment with strategic goals.
* Assist in project coordination and implementation, particularly across cross-functional or leadership-led initiatives.
* Support policy development and contribute to internal process improvement.

HR and Governance Support

* Assist with HR functions such as recruitment coordination, onboarding, maintaining staff records, and supporting wellbeing initiatives.
* Work alongside the our external HR Team to ensure compliance with employment legislation and best practice.
* Support Board and senior leadership meetings, including preparation of governance documentation and minute taking.

Sector Engagement

* Stay informed about developments within the domestic abuse sector and wider charity landscape.
* Conduct sector research and briefings for the CEO and leadership team.
* Assist in building relationships with stakeholders, funders, and partners.

Quality Assurance

* Compile reports on department performance
* Liaise with partner quality managers to ensure production is at a quality standard
* Review, monitor and create systems to ensure the organisation remains in or achieves new accreditation awards.

**GENERAL:**

1. Identify own training and development needs and participate in all training courses relevant to the Changing Pathway’s commitment to providing high quality services.
2. Work in a way that empowers the victims of domestic abuse, helping them to recognise and understand the dynamics of domestic violence and abuse.
3. Ensure that all records are up-to-date and accurate.
4. Work closely with colleagues within the organisation to ensure that appropriate referrals are accepted into the service.
5. Work at all times with due regard to the policies and procedures of Changing Pathways, including financial regulations, participating in their development and amendment where required.
6. Willingness to work outside normal working hours including evenings and weekends and to participate in promotional, fundraising and income generating events, activities and any other duties as may be reasonably required by the organisation.
7. Ensure health and safety regulations are adhered to and any issues are reported as a matter of urgency.
8. Maintain strict organisational confidentiality, professional boundaries and security procedures.
9. Maintain high standards of professionalism and keep abreast of current legislation, standards, best practice and maintain a focus of continuous improvement.
10. Act in a professional manner at all times, communicating effectively, building and sustaining effective and appropriate relationships at all times with service users, colleagues and partners.
11. Respect and value the diversity of the community in which the service works in, and recognize the needs and concerns of a diverse range of service users ensuring the service is accessible to all.

**OTHER:**

1. The post is subject to a DBS disclosure, which will be carried out at appointment of a candidate.
2. This post is subject to completion of a six-month probationary period.
3. Must be mobile to visit sites and work across the whole contract areas as required.
4. Must be able to drive the Refuge Pool vehicle.
5. Post is open to women only under the Equality Act 2010, schedule 9, part 1.

This job description is not designed to provide an exhaustive list of tasks and therefore the post holder is expected to undertake any other reasonable duties within the scope of the post as specified by their line manager.

**About You**

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| --- | --- | --- |
| **EXPERIENCE** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| Demonstrable experience as an Executive Assistant, PA to a senior leader, or equivalent role. | E | Application Form/Interview |
| Experience managing complex diaries, coordinating meetings, and handling sensitive information. | D | Application Form/Interview |
| Experience in supporting organisational operations and/or project work. | E | Application Form/Interview |
| Experience of partnership working and of maintaining excellent working relationships with a range of stakeholders. | D | Application Form/Interview |
| **KNOWLEDGE AND UNDERSTANDING** | | |
| **Criteria** | **Essential /Desirable** | **How Assessed** |
| Understanding of the domestic abuse sector or wider VAWG (Violence Against Women and Girls) and safeguarding landscape. | E | Application Form/Interview |
| Knowledge of HR processes and policies, including confidentiality and GDPR compliance. | D | Application Form/Interview |
| Thorough knowledge of safeguarding practice, procedures and legislation. | E | Application Form/Interview |
| **SKILLS AND ABILITIES** | | |
| **Criteria** | **Essential/ Desirable** | **How Assessed** |
| Exceptional organisational skills with the ability to manage multiple priorities and deadlines. | E | Application Form/Interview |
| High-level written and verbal communication skills, with strong attention to detail. | E | Application Form/Interview |
| High proficiency in Microsoft Office and other digital tools (e.g., Zoom, project management systems). | E | Application Form/Interview |
| Ability to work independently, take initiative, and anticipate the needs of the CEO and wider organisation. | E | Application Form/Interview |
| Flexible, proactive approach and a good ability to prioritise work. | E | Application Form/Interview |
| Good crisis management skills and the ability to work effectively under pressure and to deadlines. | E | Application Form/Interview |
| Good data collection, monitoring and IT skills, including word processing and using databases and spreadsheets. | E | Application Form/Interview |
| Good report writing skills, | E | Application Form/Interview |
| Work co-operatively with colleagues, in statutory and non-statutory agencies. | E | Application Form/Interview |
| A good understanding of the importance of confidentiality and anti-discriminatory practice; safe practice and health and safety procedures. | E | Application Form/Interview |
| A good understanding of cultural issues and equality, diversity and inclusion; | E | Application Form/Interview |
| Dynamic, energetic, and enthusiastic about supporting meaningful change. | E | Application Form/Interview |
| Proactive, adaptable, and solution-focused, with a can-do attitude. | E | Application Form/Interview |
| Committed to the values of equity, inclusion, and survivor-centred practice. | E | Application Form/Interview |
| Reliable, discreet, and trustworthy, with a commitment to confidentiality. | E | Application Form/Interview |

**We are committed to operating within the legal framework of the Equality Act 2010. As our organisation qualifies for an exemption under Section 9 of the Act, we only recruit female candidates for this role. This exemption is applied lawfully and in accordance with the specific occupational requirements of our organisation.**

**A group of women sitting at a table

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**What you can expect from us**

**Supportive Work Environment**

* A culture of respect, collaboration, and inclusivity.
* Open-door policy for feedback, ideas, and concerns.

**Opportunities for Growth**

* Continuous learning through training programs, workshops, and certifications.
* Clear career progression paths to help you achieve your goals.

**Work-Life Balance**

* Flexible working hours and hybrid/remote work options.
* Paid time off, holidays, and wellness days.

**Competitive Compensation**

* Fair and market-aligned salary packages.

**Recognition and Rewards**

* Regular acknowledgment of individual and team contributions.
* Awards, shout-outs, and celebrations of success.

**Innovation and Creativity**

* Encouragement to bring new ideas to the table.
* Freedom to innovate, experiment, and grow professionally.

**A Focus on Well-Being**

* Mental health resources and employee assistance programs.

**Social Responsibility**

* Commitment to sustainability and ethical practices.

**Empowerment and Autonomy**

* Trust in employees to take ownership of their work.
* Support for independent decision-making and problem-Solving.

**TERMS AND CONDITIONS**

|  |  |
| --- | --- |
| **Contract** | This is a part time position. On a permanent term contact. |
| **Salary**  **Reports to:** | **£16,065.05 (£32,130.09 FTE)** per annum paid monthly  Chief Executive |
| **Benefits Include** | Contributory Pension Scheme. Equipment to undertake your role (hybrid). Training and developed tailored to your level of experience.  Staff Discounts on BrightHR. Pets at Work Policy. |
| **Hours** | **Term Time 10am-2pm Mon-Friday (20 hrs per week). School Holidays – 2 days (15 hrs a week) Monday and Thursday 9am-5pm** |
| **Leave** | 25 days per year plus bank holidays (Pro Rata) |
| **Expenses** | You will be reimbursed for all reasonable expenses which are incurred by you in the proper performance of your duties |
| **Location** | Changing Pathways main office is in Felmores End, Basildon.  You will primarily work remotely, however there is a requirement to attend our Basildon Office at least once per month and team meetings quarterly. Free parking is available. |
| **Occupational Sick Pay** | On successful completion of probation, we offer tiered sickness pay benefits. |
| **Notice Period** | 4 weeks’ notice |

**How to apply**

Please complete our application form and email completed form to [taniaceo@changingpathways.org](mailto:taniaceo@changingpathways.org) stating clearly in the subject line the post you are applying for.

Those shortlisted for interviewed will be informed by email no later than two weeks after the closing date. Only those who are successfully shortlisted will be contacted.