

GROWTH TEAM EXECUTIVE

SALARY

£24,863 – £27,983

DIRECTORATE

Growth

HOURS

37.5 hours per week

CONTRACT TYPE

Permanent

DEADLINE

We reserve right to close recruitment asap

LOCATION

Wakefield, West Yorkshire

ABOUT US

Penny Appeal was set up in 2009 to provide poverty relief across Asia, the Middle East and Africa by offering water solutions, organising mass feedings, supporting orphan care, and providing emergency aid. We've come a long way since then and have grown tremendously in the past 12 years!

We've transformed lives and empowered communities, helping to break the poverty cycle and build brighter futures. Over the past few years, our work has expanded, and our teams have grown considerably, allowing us to launch new campaigns and work in even more crisis-hit countries. As well as strengthening communities in over 30 countries around the world, we also make it a priority to support vulnerable people here in the UK, too.

Each of our projects are carefully designed to be accessible and effective. They are a wonderful blend of emergency support, short-term relief, and longer-term sustainable solutions. Our way of approaching relief means that we can save lives immediately, improve situations in the coming days and transform communities for years to come.

At Penny Appeal, people are at the heart of everything we do. Every one of our projects are tailor-made to meet the needs of those we support and benefit as many people in need as possible, in ways that cost our generous donors just a little bit of loose change each day.

Vision

Transform small change into big difference for those who need us most.

Mission

Inspired by the universal values of the Islamic faith, Penny Appeal's mission is to serve all those in need at home and abroad.

Strategic Aims *Within 5 years*

1. Best in class Muslim Charity
2. Sunday Times top 100 businesses to work for
3. Most recognisable Muslim charity in the world
4. Raise over £100 million per annum for good

Key Facts

We are a British Muslim led charity.

Our HQ is in Wakefield, West Yorkshire. We have approximately 100 staff based in the UK, with many more across the world.

Please read our latest Annual Report [here](#).

ABOUT YOU

For us, it's not just what we do, it's how we do it. Our values are important to us and we're looking for people who will live and breathe them.

THE ROLE

We are seeking an experienced Executive Assistant to provide dedicated, high-calibre support within the Growth Directorate. This role acts as a key point of contact between the Growth Team and internal & external contacts. You will be responsible for administering the day-to-day duties as requested by the Senior Director of Growth. Being able to maintain confidentiality and discretion at all times will be crucial to this role to ensure that sensitive information is safeguarded within the organisation. This post will report into the Senior Director of Growth.

Key areas:

- Provide a full range of administration and project related support to the Growth Directorate, including general administrative support such as diary management, travel bookings, preparing correspondence, reports and presentations.
- Be the point of contact between the Growth Team and employees and external contacts, ensuring strong working relationships, timely response to issues and drafting replies, redirecting, and actioning as appropriate.
- Maintain confidentiality and discretion at all times.
- Manage as requested any communications between the Directorate and regulatory bodies such as the Charity Commission.
- Maintain and manage the schedule of all filing within the Directorate.
- Ensure the completion of reports / minutes from meetings by following up on outcomes, and where appropriate, completing actions.
- Undertake projects on behalf of the Senior Director of Growth.
- Manage pre- and post-meeting planning, coordinating cross-organisational meetings and ensuring all relevant papers, briefings, presentations, and agendas for meetings. To attend meetings as requested and take well documented minutes to act as a record of the meeting, note action points and follow them up within specified deadlines. Where necessary, provide support to the wider Directorate team if needed.
- Maintain an electronic filing system, ensuring processes and software are up to date and in working order. To ensure confidential and sensitive files/information are appropriately filed and compliant with governance procedures as necessary.
- Ensure that all relevant information is circulated to staff, Directors, Trustees, volunteers and other Penny Appeal offices, as requested.
- Work closely with the Head of CEO's Office to support communication and coordination arrangements for Governance/Board as necessary.
- Other duties as deemed necessary by the Senior Director of Growth in the execution of this role.

KEY REQUIREMENTS

ESSENTIAL

- Graduate qualification or equivalent
- Knowledge and understanding of governance environment and statutory requirements relating to the Charities Commission and other statutory bodies
- At least two years administrative support experience at exec level
- Confidence working online and in the digital environment
- Able to multi-task and prioritise workload
- Superb writing skills
- Interest in Professional Development
- Interest in the charity sector
- Attention to detail
- Team player and positive attitude when working with others
- Adaptable and flexible in working style
- Problem solver
- Welcomes diversity
- Adaptable and flexible in working style
- Working at HQ 5 days a week
- Ability to work weekends and evenings if needed

DESIRABLE

- Knowledge of Islamic financial matters (Zakat, Wakf, Qurbani etc.)

ADDITIONAL INFORMATION

Safeguarding

We are an organisation that takes safeguarding very seriously. All staff will be expected to adhere to our policies, processes, and approach.

Applying

Please send a statement (of no more than 2 sides of A4, font size 11) clearly outlining how you match our requirements, as well as a two-page CV outlining your professional, volunteering experience, education/qualifications and any other relevant information to jobs@pennyappeal.org. Please state the job title in the email title.

Deadline

We are running a rolling a recruitment, so reserve the right to close the post at any point. Please don't delay in getting your application in to us!