



Recruitment Pack

Administrative Assistant to CEO

April 2025

Dear Candidate,

I appreciate your interest in the role of Administrative Assistant to the CEO.

Anti-Slavery International (ASI) is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world.

We are nearly at the end of a significant restructuring of the organisation and seeking to rebuild the charity after a period of instability and uncertainty. I was appointed as the permanent CEO a few weeks ago, and we have big ambitions for ASI to grow its reach, income and impact. We need a collegiate administrative assistant to support these ambitions and to help us with administrative matters so I may be organised, agile and effective and create capacity for strategic priorities and systems change.

This part-time role will suit someone with experience supporting charity leaders with diary management, travel, correspondence, minute-taking, reporting, and meeting planning in the third sector. We will consider flexible working arrangements within core hours, Monday to Friday.

The deadline for applications is **5pm on 26 May 2025**. Interviews will be held during week commencing 2 June 2025.

If you think this fits your expertise and ambition, we would love to hear from you.

Helen Moulinos
Chief Executive Officer

Job Description

Administrative Assistant to CEO

GRADE	A1-A4
SALARY	£18,174 - £20,122 (£30,290-£33,536 FTE) + 6% Employer's Pension Contributions
CONTRACT TYPE	Permanent
HOURS	This role is offered as a part-time position for 3 days per week (21 hours). We would consider flexible working over 4 or 5 days, and this role may suit a candidate with parental or caring responsibilities.
LOCATION	Based in Vauxhall, London, with hybrid-working arrangements (minimum one day per week in the office)
DATE	1 May 2025

ANTI-SLAVERY INTERNATIONAL

Anti-Slavery International is the world's oldest human rights organisation. Our vision is freedom from slavery for everyone, everywhere, always.

We believe that modern slavery is a contemporary issue of the highest importance, and we are determined to work with others to make sure people can be free from slavery across the world. Our strategy commits us to working on four focus themes to drive systemic change and help end slavery for everyone everywhere:

- Child Slavery
- Responsible business
- Trafficking
- Climate Change and Slavery

You can read more about us and how we work in the 'About Us' document [on our recruiting webpage](#).

THE ROLE

The Administrative Assistant to the CEO will report to the Operations Manager and support with managing administrative matters on the CEO's behalf, including diary management, minute-taking, travel arrangements, action tracking and plan updates, workshop & meeting logistics and reporting

support. They will work closely with the CEO, Operations Manager, and the Senior Management Team.

Supporting our CEO requires careful time management, flexibility, and clarifying and negotiating priorities when conflicting demands arise. The Administrative Assistant is expected to make some level of independent administrative support decisions and exercise some sound judgement, for example:

- when to schedule meetings, allowing the CEO sufficient time for prep/planning, processing and follow-up
- when it is appropriate to respond on behalf of the CEO to meeting invites, and when to seek their input
- managing internal and external expectations on the CEO's availability
- ensuring the CEO's work-life balance is respected and that they have an appropriate level of non-working time to rest and reflective time to consider decisions.

The successful candidate will have experience supporting senior Charity leaders as a dynamic administrative assistant and can organise and administer a wide array of tasks to support the CEO, the Operations Manager and SMT. They will have an enquiring and analytical mind, an ability to grasp issues quickly, strong written and oral skills, and excellent administrative skills, with a keen eye for detail.

The successful candidate will demonstrate a clear commitment to anti-racism, equality, diversity, and inclusion.

MAIN TASKS

The key responsibilities for the role include:

- Support for event planning, including venue booking and logistics for workshops, team events for the benefit of our workforce.
- Coordinate briefing and background documents so that the CEO is fully informed ahead of key meetings
- Diary and calendar management for the CEO.
- Travel and logistics – e.g. booking trains, flights and hotels for the CEO and SMT.
- Some light correspondence on behalf of the CEO and SMT.
- Internal and external meeting organisation - including compiling agendas, circulating papers, and producing meeting minutes and action trackers.
- Support plan and project administration (minute taking, action tracking) for

the SMT.

- Recording and maintaining the Chief Executive's contacts and networks, including tracking emails, appointments, and follow-up actions for advocacy, campaigning and fundraising.
- Assist with correspondence, desktop research, drafting letters and reports as necessary, supporting the Chief Executive, Operations Manager and SMT.

PERSON SPECIFICATION

Essential

- At least 5 years' experience supporting a CEO or other Senior Leader as an Executive or Administrative Assistant, ideally within the Third Sector.
- An understanding of the need to maintain confidentiality in all areas of work.
- Strong oral and written skills, enabling accurate, inclusive and sensitive communication with a wide range of people and organisations.
- The ability to read quickly, analyse a range of written material, and summarise and present complex information clearly to internal and external audiences – for example, taking notes of meetings involving complex issues and nuanced decisions.
- Strong administrative and organisational skills, with keen attention to detail in maintaining records and planning events.
- Strong IT skills, including use of databases, Microsoft Office applications such as Outlook, Word and Excel, and social media.
- An organised and systematic approach to work, with the ability to plan ahead, manage tasks and meet competing deadlines.

Desirable

- A broad understanding of the human rights issues and injustices ASI seeks to address through its advocacy & programmes.
- Project Management (Administration) experience would be an advantage but is not essential.
- At least 5 years' experience supporting a CEO or COO in the charity or not-for-profit sector as an Administrative or Executive Assistant, ideally within

Social Justice, Human Rights, Climate Change, Peace-Keeping or other systemic change-making organisations.

- Knowledge of London geography to support meeting logistics and familiarity with Train networks and airport routes from/to the UK.

Benefits

- **Annual leave entitlement of 18 days** (30 FTE) plus bank holidays.
- We pay **6% into our recognised contribution pension with TPT Retirement Solutions**, with a mandatory employee contribution of 2%.
- We offer a range of employee benefits including an employee assistance programme, cycle to work scheme, annual flu jabs and annual season ticket loan. We also pay for eye tests and a contribution of £105 towards glasses every 2 years of working with Anti-Slavery International.

Terms and Conditions

- The position is based in Anti-Slavery International's office in Vauxhall, London, with hybrid-working arrangements in line with our policy of a minimum of one day per week.
- There may be a requirement for some out-of-hours work, for which time off in lieu is given.
- The role is subject to a probationary period of 3 months.
- Unison is the recognised trade union.

How to apply

This pack includes a job description, person specification and other background information. If you would like more information, please visit our website: www.antislavery.org

If you wish to apply for this position, please email a CV along with a supporting statement of no more than two pages, explaining why you want this role and how your skills and experience support your application.

Employers are required to ensure that any prospective employee has the right to work in the UK. Please confirm in your cover letter whether you have the right to work in the UK. Please also include the earliest possible start date in your application.

Please submit your application to jobs@antislavery.org using the reference **Administrative Assistant to CEO** in the subject line **before 5pm on 26 May 2025**.

Please also complete and return this [equal opportunities monitoring form](#). The form is anonymous, and responses will be handled in strict confidence.

Interviews will be held week commencing **2 June 2025**.

We appreciate the time and effort that applicants invest in applying for opportunities with Anti-Slavery International. Unfortunately, due to the high number of applications we receive, we regret that we will not be able to reply to candidates who have not been shortlisted for interview.

If you are shortlisted for an interview, you may request reasonable adjustments. This is to ensure that the interview process is accessible and inclusive.

Candidates must have the right to work in the UK.

We are committed to promoting equality, diversity and inclusion across the charity and workforce. We particularly welcome and encourage applications from survivors of modern slavery, Black and Asian candidates and those from a diverse ethnic background, and disabled, LGBT+ and non-binary candidates.

We have a zero-tolerance policy on bribery and corruption, recognising that bribery is contrary to fundamental values of integrity, transparency and accountability and undermines organisational effectiveness.

We are committed to safeguarding the children and adults that our staff and representatives encounter, virtually and in person. As such, candidates are required to commit to and uphold our organisational safeguarding principles, practices and procedures. These organisational policies include, but are not limited to, the Code of Conduct and Safeguarding policies. We maintain a strict zero-tolerance policy towards bullying, harassment, sexual exploitation or abuse, of any form, perpetrated by any representative of the organisation.

The purpose of this Code of Conduct is:

- To guarantee high standards of staff behaviour and integrity
- To safeguard our staff's, interns' and volunteers' welfare and that of external stakeholders with whom we work or come into contact
- To protect our reputation and interests

This role may require a DBS check for traveling to projects where there is access to vulnerable groups.

In accepting the appointment, you undertake to regulate your conduct in line with the requirements of this code and to undergo any background checks that may be required.

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), we comply fully with the Code of Practice and undertake to treat all applicants for positions fairly. We undertake not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.



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