



JOB DESCRIPTION

Position:	Executive Assistant to the Chief Executive
Reports to:	Chief Executive
Salary:	£38-40k per annum, dependent on experience
Location:	London, with occasional travel to other sites

The King's Foundation

The King's Foundation is a charity founded by King Charles III and was first formed in 1990. Inspired by the vision and values of His Majesty, the Foundation focuses on creating better communities where people, places and the planet can coexist in harmony.

The charity offers education courses for over 15,000 students annually, health and wellbeing programmes for nearly 2,000 people every year, and spearheads placemaking and regeneration projects in the UK and overseas to revitalise communities and historic buildings.

The King's Foundation is headquartered at its flagship regeneration project, Dumfries House in Ayrshire, Scotland, and acts as custodian of other historic Royal sites including the Castle of Mey in Caithness, Scotland, and Highgrove Gardens in Gloucestershire, which are open to visitors. The Foundation also carries out its work at educational and cultural hubs in London, based at The King's Foundation School for Traditional Arts in Shoreditch, Trinity Buoy Wharf on the River Thames and the Garrison Chapel in Chelsea.

The work of The King's Foundation is underpinned by our Founder His Majesty The King's philosophy of harmony: that by understanding the balance, the order and the relationships between ourselves and the natural world we can create a more sustainable future. We have a diverse and inclusive workplace, creating a welcoming, safe space for everyone. This means that every member of our team can bring their whole self to work. We encourage qualified applicants from a wide range of backgrounds to apply to and join The King's Foundation and bring their valuable skills and experiences.

The Foundation is committed to the equal treatment of all current and prospective employees, including the provision of workplace adjustments. We do not tolerate discrimination based on protected characteristics (age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership) or other difference such as socio-economic background or social origin.

The Role:

The Executive Assistant will ensure the Chief Executive, and the Executive Directors are equipped with the support, information, insights and processes to enable them to operate with maximum efficiency, effectiveness and impact in leading the organisation and to enable them to work effectively with the Trustees in ensuring the good governance of the charity. The role requires working across multiple departments internally and with high profile stakeholders including government, international dignitaries, celebrity ambassadors etc. Discretion is absolutely critical in this role.

Key Tasks

Specific Duties will include:

- Provide administrative support to the Chief Executive including diary management, travel arrangements, and project tracking.
- Support the Executive team in communications, administration and meetings including taking notes and diarising actions.
- Arrange Board and sub Committee meetings
- Support the Chair and the Board of Trustees with any travel arrangements or general enquiries
- Support the Events & Operations Manager on the execution of key events in the annual calendar including our President's visits to Dumfries House and our annual Awards ceremony.
- Manage and respond to general enquiries, including telephone calls and correspondence received.
- Provide support with correspondence including preparing letters, emails and briefings.
- Organise and facilitate meetings at the London office including provision of refreshments and room preparation
- Help in the production of key charity documents such as our impact report and updates to our President.
- Other duties as may be requested, as the role evolves.

Person Specification

The essential skills, knowledge and experience required are:

- A good degree from a well-recognised university or equivalent.
- Previous relevant experience and good references.
- Proven understanding of working with confidential material
- Excellent written and verbal communication skills
- Professional, courteous and engaging manner and good people skills
- Self-starter, able to work on own initiative.
- Good organisational skills and the ability to manage and prioritise a demanding and diverse workload
- Ability to work under pressure and to deadlines.



Other:

- The post will be based in London, with the requirement to travel on occasion.
- The King's Foundation operates a Work from Home Policy where up to two days per week may be worked from home, if required.
- You must have the legal right to work in the UK.

Applications: Please submit a cover letter and CV (please note one A4 page maximum each for CV and letter) to Gordon Watson, email address: - hr.recruitment@kings-foundation.org and request an application form.

Closing date for applications: Sunday 5 January 2025