



*Empowerment, healing and transformation for women moving on from violence*

**March 2024**

Dear Applicant,

**Women and Girls Network Application Pack for the role of Executive Assistant & Clerk to Trustees**

This pack includes information about WGN, the Executive Assistant & Clerk to Trustees opportunity and the recruitment process for this position. Further information can be found by visiting [www.wgn.org.uk/support-us/work-us](http://www.wgn.org.uk/support-us/work-us).

If you would like to apply for this role please return completed Application and Equal Opportunities Monitoring forms by emailing them to [recruitment@wgn.org.uk](mailto:recruitment@wgn.org.uk) by 9am on Friday 19 April 2024. First stage interviews to be held in the week commencing 29 April 2024.

Please ensure you submit a completed Equal Opportunities Monitoring form. WGN is committed to actively promoting equal opportunities in all aspects of our work. To ensure that our selection procedures remain appropriate and fair, we ask all applicants to submit completed Equal Opportunities Monitoring forms. The information provided on this form is confidential, used for monitoring and not selection purposes.

Please note we will not consider:

- Late applications
- CVs
- Application Forms without a completed Equal Opportunities Monitoring Form

WGN has many people who wish to work with us, so if your application is not shortlisted for interview we hope you will understand why, as a charity with limited resources, we are unable to offer feedback. If you do not hear from us again within two weeks of the date when receipt of your application is confirmed, please assume that your application has not been successful on this occasion.

To receive regular information about WGN's services, news and future employment and volunteer opportunities please visit [www.wgn.org.uk](http://www.wgn.org.uk) to sign up for our newsletter or to follow us on social media.

This post is subject to satisfactory references and a DBS check.

Thank you again for your interest in WGN and our work. We look forward to receiving your application.

Yours sincerely,

**Mehreen Mir**  
**Director of Finance and Resources**



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## **Women and Girls Network Information for Applicants**

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Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services are aimed at providing a holistic, integrated healing journey that involves the diverse aspects of self: body, mind and spirit. WGN promotes total and sustainable recovery, supporting women who have survived so they can thrive.

Established 1987 WGN celebrated her 30<sup>th</sup> birthday in 2017.

WGN is proud to be a member of the London Violence Against Women and Girls (VAWG) Consortium (Ascent), Angelou Partnership, EAWW Coalition and various other partnerships.

Further information about WGN can be found by visiting [www.wgn.org.uk](http://www.wgn.org.uk) where you can also sign up to receive our regular newsletter or follow us on social media.

### **WGN Services**

#### **Advice**

The Advice Service provides information, advice, advocacy and casework support for women and girls (age 14+) affected by gender-based violence. WGN's Advice Line also offers consultation and support for professionals working with cases involving gender-based violence.

#### **Counselling**

The Counselling Service is provided to women and girls who have experienced any form of gender-based violence. Services are divided into different projects offered in various London boroughs.

#### **Group Work**

The Group Work Service provides a range of groups for women across London.

#### **Independent Sexual Violence Advocate (ISVA) Service**

The ISVA Service supports women who have experienced any form of recent or historic sexual violence, including support going through the criminal justice system.

#### **The London Survivors Gateway for Sexual Violence Services**

WGN lead the London Survivors Gateway, a collaboration between the four London Rape Crisis Centres, SurvivorsUK, Galop, Respond and the Havens. The Gateway provides tailored advice and support on accessing the most suitable services for survivors of sexual violence and abuse in London.



## **Sexual Violence Helpline**

The Sexual Violence Helpline provides emotional and practical support and advice to women and girls who have experienced recent or historic sexual violence. Advice and support is also provided to those supporting women or girls affected by sexual violence.

## **Training**

The Training service provides specialist (including accredited) courses for professionals. The Training Team also offers bespoke courses, Expert Led Seminars and workshops.

## **West London Rape Crisis Centre (WLRCC)**

The WLRCC provides counselling and support for women and girls who have experienced any form of recent or historic sexual violence. Part of Rape Crisis London this service is provided in Brent, Ealing, Hammersmith & Fulham, Harrow, Hillingdon and Hounslow.

## **Young Women's Service**

The Young Women's Service works with young women (11-25 years) who have experienced are at risk of or vulnerable to sexual violence and / or sexual exploitation including those involved in gangs. The service runs support groups and workshops for young women in West London.



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## **Executive Assistant & Clerk to Trustees (Female Applicants Only)**

**Salary range £33,000 - £37,000 per annum (pro-rated) | 28 hours per week (part-time) |  
Permanent**

**Hybrid working from home and WGN offices (main office based in Vauxhall,  
occasional travel to community offices may be required within London) with regular  
evening work**

Women and Girls Network (WGN) was established in 1987 and has spent over 30 years supporting women and girls across London affected by gendered violence. This includes childhood sexual abuse, domestic violence, rape, prostitution (including trafficking and sexual exploitation), female genital mutilation (FGM), and so-called 'honour' based crimes such as forced marriage.

Our goal is to promote, preserve, and restore the mental health and wellbeing of women and girls, to empower them to make a total and sustainable recovery from the experiences of violence.

With expansion plans over the last few years at Women and Girls Network (WGN) and increase in the Executive Senior Leadership team, we are excited to be adding to the team with this hire of an Executive Assistant and Clerk to Trustees to join and support in making an impact in everything we do!

The position of Executive Assistant & Clerk to Trustees will directly support the two CEO's (Clinical & Development), Director of Finance & Resources and Director Services; they will also act as Clerk to the Board of Trustees.

We are seeking an outstanding administrative professional, who has directly supported CEO and Director level professionals previously in non-profit sector role. You will be highly organised, with a meticulous attention to detail and able to hold confidentiality to the highest standard. The ideal candidate will be friendly, proactive and bring a positive energy to work.

WGN's employee benefits include: 3% pension contribution, enhanced leave entitlement and an Employee Assistance Programme, as well as the opportunity to work with a leading multi-cultural, women-led feminist charity.

We welcome and encourage applications from women of all backgrounds. We particularly welcome applications from Black, Asian and Ethnic communities.

For further information visit [www.wgn.org.uk/support-us/work-with-us](http://www.wgn.org.uk/support-us/work-with-us).

If you would like an informal chat about the role and the opportunity to join our team, please email [recruitment@wgn.org.uk](mailto:recruitment@wgn.org.uk) to arrange to speak with Mehreen Mir (our Director of Finance and Resources).

**Closing date for applications: 9am on Friday 19 April 2024.**

**The interview process will consist of two stages, it is anticipated that the first stage interview will take place the week commencing 29 April 2024.**

This post is subject to satisfactory references and DBS check.  
WGN is an equal opportunities employer.  
The above post is exempt under the Equality Act 2010, Schedule 9, Part 1



## Executive Assistant & Clerk to Trustees - Job Description

<b>Job title:</b>	Executive Assistant & Clerk to Trustees (Female Applicants Only)
<b>Team:</b>	Senior Leadership Team
<b>Reporting to:</b>	Director of Finance & Resources
<b>Location:</b>	Hybrid working from home and WGN offices (main office based in Vauxhall, occasional travel to community offices may be required within London)
<b>Working hours</b>	Part-time (28 hours / 4 days per week) with regular evening work
<b>Contract type</b>	Permanent

### Women and Girls Network (WGN)

Women and Girls Network (WGN) is a pan-London charity which supports women and girls affected by all forms of gender-based violence. WGN's services provide a holistic, integrated healing journey which promotes total, sustainable recovery, supporting women and girls who have survived so they can thrive.

### Overall Purpose

Provide day-to-day executive support to the Senior Executive Team comprising of the CEO of Services, CEO of Development, Director of Finance & Resources, and Director of Services

Act as a Clerk to the Board of Trustees by providing services including, but not limited to, planning and coordinating Board meetings, maintaining accurate records for and of Trustees and as required by the Charity Commission and Companies House

Provision of support to the Facilities Officer in the management of the Head Office, Executive Leadership and Trustees meetings, events, and activities.

This job description is accurate as at the date shown below. It does not form part of contractual terms and may be varied to reflect or anticipate changes in or to the role.

### Executive Support

- Provide high-level executive support to Women and Girls Network's (WGN) CEOs and Directors and assist in administrative and secretarial functions such as coordinating diary commitments etc.
- Collate and analyse information for the preparation of documents, reports and presentations (including financial information) in the appropriate and audience appropriate format.

- Manage and coordinate WGN's policy review cycle, ensuring the timely review of organisational policies and procedures.
- Plan and coordinate the efficient running of WGN's leadership and management meeting cycles, including scheduling meetings, booking venues, circulating documents, collating reports, minute taking, arranging refreshments etc.
- Ensure WGN's core documents and resources (including Contracts and Agreements) are accessible, efficiently stored and appropriately shared.
- Manage and coordinate organisational events including quarterly team meetings and the strategic away days.
- Managing email inboxes and responding to correspondence on behalf of the Executive SLT in their absences, prioritising tasks as necessary.
- Reviewing the current administrative processes of the business and improving where needed. Suggesting improvements to enhance both efficiency and effectiveness of said processes.
- Reviewing documents, for grammar, continuity and clarity this includes policies to support the Executive leadership.

### **Governance Support**

- Coordinate the governance function of WGN and the efficient running and servicing of the Board and sub committees.
- Consolidate board policies and procedures and maintain accurate records of board meetings, sub committees and general meetings. This includes taking minutes at evening meetings.
- Building relationships and communication with third parties as needed/directed.
- Supporting the Facilities Officer for all Executive Leadership and Trustee meetings, events, and activities as directed.
- Taking minutes for SLT and board meetings and reporting these back in a timely manner.
- Leading on the dates for the board meetings, and supporting the planning and co-ordination of these meetings.
- Leading on ensuring that governance related data, compliance is kept up to date and reminders given to related persons.
- Keeping a record of trustees' details and ensuring any compliance and checks for trustees is up to date.

### **Office Management**

- Undertake general office duties as and when needed to support the overall running of WGN's offices and sites.
- Ensuring the head office space is kept in order, and office supplies and equipment are functioning as needed.
- Managing the head office space bookings, including the training room.

### **Service-Level Agreement Administration**

- Supporting with the administration of Service-Level Agreement (SLA) renewals.
- Supporting the Director of Finance and Resources with keeping logs of all SLA's with their renewal dates to ensure they are reviewed in a timely manner.



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### **Recruitment and Induction**

- Supporting recruitment of new trustees as needed.
- Supporting the welcome and induction of all leadership and trustee new starters.

### **Universal**

- Commitment to working in line with WGN's ethos, values, policies and procedures at all times, promoting empowerment and modelling anti-oppressive and anti-discriminatory practices.
- Contribute to WGN's ability for delivering equality and diversity strategies, and understand how this applies to own area of work and ensure they are integrated into all areas of WGN's operations.
- Ensure clients and service users remain the focus of all of all WGN's operations.
- Strive to meet and exceed quality standards in relation to every aspect of the work to ensure that WGN maintains its distinctive positive reputation.
- Share contacts, information and expertise to build a stronger team and enhance the knowledge base of WGN.
- Coordinate human resources processes in the most cost effective manner possible.
- Actively participate in the support and supervision, training and development opportunities available.
- Avoid any action that may cast WGN and / or its activities into disrepute.
- Carry out other duties appropriate to the role that are necessary for the effective functioning of the organisation.

Please note that this list is indicative of the key responsibilities and duties and areas of responsibility for this role but is by no means exhaustive. WGN is a solution-focused organisation and a 'can do' attitude and flexibility to take on other related tasks is essential.

### **Variation Clause**

WGN reserves the right, following full and reasonable consultation with the team member concerned, to vary, add or alter the terms and conditions of employment.

### **Flexibility Clause**

In order to deliver services effectively, a degree of flexibility is required and the post holder may be required to perform work not specifically outlined above and / or outside of specified working hours, including occasional evenings and weekends. Overtime will not be paid, TOIL will be accrued for hours worked and staff will be supported to take that time.

### **Exemption**

Due to the nature of the role, we will only accept applications from female candidates. Exempt under the Equality Act 2010, Schedule 9, Part 1.

**Executive Assistant & Clerk to Trustees – Person Specification**

<b>Knowledge, Expertise and Experience</b>	<b>Requirement</b>
Strong administrative background, with experience working in a non-profit sector	Essential
Experience in a EA or similar role supporting a senior roles	Desirable
Good Understanding of trustee responsibilities for non-profit sector	Essential
Exceptional communication and interpersonal skills	Essential
A proactive self-starter, who is solution orientated and organised	Essential
Ability to research, digest and analyse and present material clearly	Essential
A passion for the work that WGN do	Essential
<b>Skills, Abilities and Behaviours</b>	<b>Requirement</b>
Confident and considerate communicator, with well-developed interpersonal skills (including with those at a distance).	Essential
Flexible approach to work, with the ability and willingness to take on a range of activities based on the needs of the charity.	Essential
Ability to balance competing expectations and demands flexibly, shifting priorities and adapting to accommodate evolving organisational priorities.	Essential
Highly organised, detail orientated and thorough with the ability to work systematically and accurately at pace.	Essential
Ability to work on own initiative, problem solve and overcome obstacles, recognising when to seek appropriate support.	Essential
Ability to respond to sensitive issues with empathy and resilience.	Essential
Ability to engage with and build rapport with others and to maintain constructive and collaborative working relationships.	Essential
Strong team player with a positive and proactive 'can do' approach	Essential
Commitment own continuous professional development, and willingness to contribute to the learning of others.	Essential
Resilient and able to model good self-care.	Essential
<b>Others</b>	<b>Requirement</b>
Commitment to work in accordance with WGN's ethos, values and policies and ability to make a positive contribution to the charity.	Essential
Understand the impact of, and issues facing women and girls overcoming experiences of gender-based violence.	Desirable