

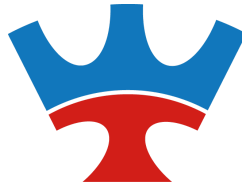
**Wheely Tots**  
**Executive Assistant / PA**

Wheely Tots believes that all children, families and communities should be healthy, confident and resilient.

Role	Executive Assistant / PA
Purpose	<ul style="list-style-type: none"><li>• Oversight of the organisation and activities of a local charity</li><li>• Be the face and voice of Wheely Tots as the first point of contact</li><li>• Support the CEO and wider team as the organisation grows</li></ul>
Commitment	<ul style="list-style-type: none"><li>• 24 hours per week over 3-5 days (can be worked flexibly)</li><li>• DBS check required</li></ul>
Tasks	<ul style="list-style-type: none"><li>• Shadow the Wheely Tots Team, learn about what we do and how we do it so you can help us grow</li><li>• Manage general inbox, reply to emails, pass to relevant team member</li><li>• Answer incoming calls, take messages, pass to relevant team member</li><li>• Manage contact database</li><li>• Organise calendars, plan meetings, take meeting notes</li><li>• Track deadlines and send reminders to relevant team members</li><li>• Contribute to and learn to write funding applications</li></ul>
Competencies	<ul style="list-style-type: none"><li>• Able to work alone or with a buddy</li><li>• Discreet and trustworthy with good organisational skills</li><li>• Flexible and adaptable with good administration skills</li><li>• Confident communicator by email, phone and video call</li><li>• Experience using Google Drive (or similar)</li><li>• Comfortable dealing with different people from diverse backgrounds and experiences</li><li>• Self-motivated</li><li>• Open to new ways of working and finding the most efficient way to do things</li></ul>
Location	<ul style="list-style-type: none"><li>• Home based, managed remotely</li><li>• Our office is based in Tottenham. Ideally we are seeking someone with knowledge of Haringey and its communities</li></ul>
What we can offer	<ul style="list-style-type: none"><li>• This role offers the opportunity to play a key role in a fast growing small charity with big plans</li></ul>

**Registered charity no 1161237**  
**The Trampery, 639 Tottenham High Road, London N17 8AA**  
[www.wheelytots.com](http://www.wheelytots.com)

**Oct 2020**



	<ul style="list-style-type: none"><li>• We are keen to try new things and open to new ideas so you can make this role your own and grow with us</li><li>• IT equipment for home working</li><li>• Access to training in: project management, comms and marketing, volunteer management, fundraising, finance and accounting, Excel, first aid, ride leader training, bike maintenance, route planning</li><li>• Learn from our volunteers who bring incredible expertise and time</li><li>• £500 training budget</li></ul>
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We will provide an induction to our processes and procedures relevant to this role.

***Wheely Tots are an equal opportunities employer and welcome applications from all. We do not discriminate based on, but not limited to, the following; age, education, disability, gender identity, partnership status, parental status, race, colour, nationality, ethnic or national origin, religion or belief, sex or sexual orientation.***

**Pay:** Wheely Tots is a London Living Wage employer. The salary for this role is £21,000 per annum pro rata for hours worked.

**How to apply.**

To apply for this role, send your CV and a cover letter to [info@wheelytots.com](mailto:info@wheelytots.com) using Executive Assistant/PA Application as the title. In your cover letter explain why you're applying and what you hope to learn from working with Wheely Tots.

As an alternative to a cover letter, you can tell us about your skills and experience via a video (up to three minutes).

We are accepting applications on a rolling basis.