

Executive Assistant

Role Description and Recruitment Pack



Contents

- Contents 2
- Role overview 3
 - Why this position is important to us 3
 - The impact you will have in this role 3
- Welcome to Stewardship 4
 - Our vision, mission and values 4
- Job detail 5
 - Overview 5
 - Main responsibilities 5
 - It’s all about you... 7
- Desired skills and experience 8
- Working for us 9
- How to apply..... 10

Role overview

Title:	Executive Assistant
Hours:	35 hours per week
Contract:	Permanent
Location:	1 Lamb's Passage, London, EC1Y 8AB (You must be able to work in the office at least one day per week, or as the organisation requires)
Reports to:	Chief Executive Officer
Salary:	£35k – 38k (depending on experience)
Closing date:	9am on 18 August 2025

Why this position is important to us

We've got a bold ambition, a clear strategy and a growing team of over 100 colleagues who are passionate about delivering on big goals. To do this well, our four senior leaders (the Executive Team) need to stay focused on the big picture—casting vision, galvanising our people, building relationships, and advancing strategic priorities. This team is highly collaborative, fast paced, extremely busy and is looking for Exec Assistance to become even more effective for colleagues and those we serve.

As a trusted partner to our CEO, Executive Team, and Trustees, this role ensures our leadership operates with clarity, focus, and momentum. From managing complex schedules to coordinating key projects and communications, you will create the space and structure that allows our leaders to lead — helping Stewardship remain agile, effective, and deeply aligned to its Christian mission.

This role isn't just about worldly administration — it's about the spiritual gift of administration and the stewardship of time, priorities, and relationships at the highest level of the organisation.

The impact you will have in this role

You'll be at the heart of Stewardship's leadership and decision-making, enabling our senior team to operate at their best. You'll be the steady hand behind the scenes—keeping leadership rhythms on track, ensuring strategic decisions are actioned, and helping key projects move from idea to reality.

Your work will directly shape the effectiveness of our leadership and strengthen the bridge between Trustees, staff, and external partners. As a result, your impact will ripple out across the organisation—freeing up leadership capacity to serve colleagues and customers with excellence.

This is a unique opportunity to combine your organisational skills, relational strengths, and servant-hearted leadership in a role where no two days are the same—and where your contribution will help resource God's Kingdom across the UK and beyond.

Welcome to Stewardship

Stewardship serves Christian donors, workers, charities and churches in the UK and beyond called to faithfully steward their personal, professional or ministry resources for God's glory.

Founded over a century ago by a small group of Christians who partnered to facilitate financial support for Christian ministries, today we help over 30,000 people experience the joy of generosity, giving more than £100 million each year in support of over 6,000 charities, 4,000 churches and 2,000 Christian workers.

Our vision, mission and values

Our vision is to a thriving Kingdom economy where God's people steward resources generously to advance the Gospel. We help Christians be the best stewards of the resources God gives them.

Our four core values underpin all the work we do at Stewardship:



To find out more about Stewardship, [please view our short video clip](#)

Job detail

Overview

The Executive Assistant (EA) to the Executive Team plays a vital role in enabling the organisation's senior leaders to focus on strategic priorities, high-impact initiatives, and key stakeholder relationships. Acting as a trusted partner to the CEO and Executive Team, this role provides high-level administrative, operational, and project support across the Executive, Leadership, and Trustee teams. With a focus on organisational effectiveness, communication, and mission alignment, the Executive Assistant helps ensure decisions are actioned, priorities are advanced, and leadership rhythms run smoothly—all while upholding Stewardship's values and commitment to Christian service.

Main responsibilities

To include, but not limited to:

1. Executive Team Support:

- a. Provide operational and administrative support, ensuring that the Executive Team are focused on high-impact projects and key stakeholder relationships.
- b. Foster effective communication and alignment between the Executive Team and other teams, serving as a bridge to enhance collaboration and efficiency.
- c. Prepare strategic briefing materials and reports for the CEO and Executive Team meetings to facilitate clear, mission-aligned, discernment and strategic decision-making.
- d. Ensure strong follow-up on Executive Team decisions, translating strategic guidance into actionable plans for the Leadership or wider team.
- e. Support project management and key initiatives as directed by the CEO.
- f. Work closely with the Head of Programme Management Office, to contribute to the solutions of strategic projects across the organisation, helping to ensure outcomes align with the overall vision and mission.
- g. Prepare agendas, take minutes and track actions from meetings of the Executive Team as required.
- h. Provide comprehensive diary management for the Executive Team, including managing travel arrangements, event coordination, and logistics for internal and external meetings.

2. Leadership Team Support:

- a. Serve as the organiser and convenor of Leadership Team meetings, 'Away Days', and retreats, overseeing the logistics and administration of these times.
- b. In conjunction with the Executive Team, work to determine the optimal rhythm of Leadership Team meetings, set the agendas, and work to ensure the smooth running of the group.

- c. Create and maintain high levels of accountability across Executive and Leadership teams, ensuring actions are recorded and followed through, and that key decisions are accurately cascaded across teams.

3. Trustee support:

- a. Provide logistical support to the trustees and Executive team, including scheduling and distributing invitations to online and in-person meetings, booking appropriate venues and accommodation as needed, or working with colleagues to host Full Council meetings and lunches at our office.
- b. Provide administrative support to the trustees, ensuring that committee and Council papers are prepared, collated and distributed on time, correct documentation is signed at the appropriate times, minutes are distributed for approval and signature, and ensuring that all papers, minutes, and documents are up to date and stored correctly.
- c. Work with the Compliance team to complete the necessary processes upon the appointment and resignation of trustees (assisting the Chair of Trustees where needed) and collaborate with the People team to ensure a thorough induction is arranged for new trustees, upon appointment.
- d. Take minutes at the Full Council and Appointments and Remuneration Committee (and other trustee meetings) as needed.

Key Skills & Competencies:

- Communication: Excellent verbal and written communication skills, including experience presenting to senior leaders.
- Leadership & Influence: Adept at fostering collaboration and consensus among senior executives and diverse teams, inspiring leadership with a servant-hearted approach.
- Project Management: Proven expertise in leading complex, cross-functional projects, with strong skills in managing competing priorities and deadlines.
- Cultural Sensitivity: Ability to navigate and enhance the distinct mission-centred culture while integrating values of diversity, inclusion, and belonging.
- Christian Faith: A personal commitment to living out Christian values in the workplace, with an understanding of the distinct mission.

Experience & Qualifications:

- At least 3 years of experience in an Executive Assistant role or similar.
- Experience working within the charitable sector, Christian organisations, or faith-based environments is highly desirable.

It's all about you...

We recognise that to be great at your role, there are certain characteristics that are important and others that enable a good fit within our existing team and culture.

- **Servant Leadership:** Models servant leadership, with a desire to support others and help them succeed in their roles.
- **Adaptable & Flexible:** Thrives in dynamic environments and can pivot quickly to address emerging needs.
- **Values-Driven:** Deeply aligned with the organisation's values of generosity, service, and impact.
- **Collaborative:** A team player with the ability to foster positive working relationships across the organisation.
- **Takes initiative:** Ability to be self-directed and identify what needs to be done, how to do it and take it forward.
- **Drives momentum:** Naturally motivated to drive progress and change, bringing teams along on the journey.
- **Integrity** – demonstrates high level of discretion, integrity, and professionalism to handle sensitive and confidential information appropriately.

Desired skills and experience

Skills and experience	Essential	Desirable
You will meet our Occupational Requirement to be a practicing Christian as an active member of a local church and be able to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement.	✓	
Have the Right to Work in the UK (we do not offer sponsorship arrangements).	✓	
Significant experience as an Executive Assistant, Personal Assistant, or in a comparable senior administrative role, supporting C-suite or senior leadership in a complex organisation.	✓	
Exceptional organisational and time-management skills, with proven ability to manage competing priorities and work under pressure to meet deadlines.	✓	
Strong interpersonal and communication skills, with the ability to build trusted relationships and engage confidently with senior leaders, trustees, and external stakeholders.	✓	
Strong attention to detail, with experience preparing board briefing notes, meeting agendas, and accurate minutes.	✓	
Proven experience in coordinating projects or initiatives, including tracking progress and ensuring follow-up actions are completed.	✓	
Proficiency in Microsoft Office 365 (Word, Excel, PowerPoint, Outlook)	✓	
Experience using collaboration tools (e.g. Microsoft Teams, SharePoint, Zoom Conferencing or equivalent)	✓	
Knowledge of charity governance and trustee support, including preparation and coordination of board/committee papers and meetings.		✓
Familiarity with project management methodologies or tools (e.g., Asana, Trello, or similar).		✓
Experience organising high-level events, leadership retreats, or similar gatherings.		✓

Working for us

Q. What are the usual working hours?

A. Stewardship's normal office hours are 9am to 5pm, Monday to Friday, but you may be required to work flexibly between 8am and 6pm in accordance with the needs of the organisation.

Q. How much Annual Leave do you offer?

A. All full-time employees receive 27 days Annual Leave, and 8 days bank holiday leave.

Q. What are the pension arrangements?

A. Stewardship offers a generous pension contribution; the equivalent of 10% of your gross annual salary into a group personal pension scheme (applicable after 3 months service).
A salary sacrifice scheme for personal contributions is also available.

Q. Is it possible to work from home?

A. Yes, we are happy to offer flexibility for this role but would expect you to work in our London office for a minimum of 1 day per week.

Q. What staff benefits do you offer?

A. Once probation has been passed, there are number of benefits available to staff:

- Subsidised exercise membership
 - Hybrid and flexible working options
 - Contribution to your charitable giving account
 - Generous leave allowances
 - Long service awards
 - Participation in the Cycle to Work Scheme
 - Death in Service benefit (4x annual salary)
 - Option to join a Health Cash Plan
 - Interest-free season ticket loan
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How to apply



Occupational Requirement (OR)

As a result of our Christian ethos, this post is covered by an Occupational Requirement (OR) under Part 1 of Schedule 9 to the Equality Act 2010. The successful applicant will be expected to be a practising Christian and to clearly demonstrate a personal commitment to the mission, principles, values and practices contained in our Ethos Statement, by:

- Active membership of local church congregation.
- An understanding of the faith aspects of the work of Christian charities, including the preparedness to pray with colleagues, where appropriate.



Contact us

For any questions or to arrange an informal conversation about this role, please contact Joan Gray, our People, Culture & Place Administrator, on:

Telephone: 020 8502 5600 extension 307

Email: careers@stewardship.org.uk



How to apply for this position

You can apply online for this role at www.stewardship.org.uk/about-us/careers

Please remember to also upload a copy of your C.V. along with a covering letter that demonstrates what you would bring to this role, to Stewardship and how you fulfil the Occupational Requirement.