

Role Title	Personal Assistant to CEO and Management Team
Location	MyBnk office, 5-15 Cromer Street, London, WC1H 8LS
Duration	Permanent
Commitment	3 days per week
Salary	£20,000 pro rata, plus benefits and training budget
Closing Date	TBC
Application Procedure	Please send a CV, covering letter to jobs@mybnk.org . Please include details of any restrictions on your availability for interview.

We are looking for a Personal Assistant to support our CEO.

MyBnk builds young people's knowledge, skills and confidence to manage their money effectively, and to make enterprising choices throughout their lives. From a single pilot project in Tower Hamlets we have grown to an organisation that has reached over 160,000 young people in schools and from the most disadvantaged parts of London and the UK. We have taken on new projects, are expanding to primary schools and are developing a national and international presence. This means our CEO needs the support of an energetic and organised Personal Assistant.

Duties and responsibilities

Duties include:

- Checking and responding to the CEO's e-mails and correspondence, managing his schedule and co-ordinating his and, occasionally, other management team members' meetings.
- Relationship management for the people connected to the CEO and MyBnk's network; updating our CRM system.
- Researching and presenting the background of organisations and people for upcoming meetings. Preparing, updating and editing presentations for different audiences.
- Representing MyBnk at events with funders, young people and other stakeholders.
- Making domestic and overseas travel arrangements for the CEO and, occasionally, other management team members.
- Organising the trustee and management team meetings, taking minutes if required, assembling, circulating and filing of papers.
- General processing and updating of records, minutes, actions and documents after meetings.
- Contributing more widely to the efficient and positive running of the team and office.

Person Specification

We are looking for an energetic and organised individual with an interest in social change and the empowerment of young people. You must:

- Have two years relevant experience.
- Be able to communicate clearly and concisely in an appealing manner to a range of youth and adult audiences in both written and verbal form.
- Demonstrate good organisational skills, be able to prioritise effectively and accurately manage multiple demands to deadlines while maintaining an organised work environment.
- Possess excellent IT skills including the ability to maintain and service calendar, mail and other electronic communication tools. Familiarity with Salesforce is desirable.
- Be passionate about our aims and objectives and be committed to working within a growing team that goes the extra mile.
- Be prepared to represent us with stakeholders including the young people who participate in our programmes, organisations we work with, those that fund us, partners and stakeholders.
- Have a fluent command of English and the right to live and work in the UK.

About MyBnk

The charity MyBnk is the UK's leading designer and deliverer of financial and enterprise education programmes for young people.

Our experts bring a range of workshops covering topics such as budgeting, tax, debt intervention, university finance and social enterprise to 11-25 year olds in schools and youth organisations.

We have helped over 160,000 young people manage their money and start their own business with 760 partner organisations. MyBnk also designs projects and training programmes for other organisations. We are recent winners of The Guardian Charity Award, Children & Young People Now Leaving Care Award and the Centre for Social Justice's Poverty Prevention Award. Our projects are proven and evaluated by the national Money Advice Service.

Employer Benefits

MyBnk have a number of benefits for our employees including:

- 25 days per year annual leave (plus bank holidays)
- Matched contribution pension scheme (we match up to 4% of your salary)
- Income protection insurance
- Death in service insurance
- Childcare voucher scheme
- Cycle to work scheme
- Annual training allowance
- Enhanced maternity, paternity and adoption leave and pay
- Flexible working policy
- Season ticket loans

MyBnk Values in Tweets

#YouthAtTheHeart of @MyBnk, why do we do it? – It's all about the young people #obvs.

#Impact @MyBnk, always delivering the best possible outcomes for young people #quality.

#LaughAsYouLearn @MyBnk bringing money & enterprise to life for young people, staying fresh, focused and fun.

#Driven @MyBnk, being relentless in the pursuit of our mission #pacesetting.

#StraightUp @MyBnk, telling it how it really is – helping young people make informed decisions.

Application Process

Please send the following documents to jobs@mybnk.org:

- CV
- Covering letter

Also include details of any restrictions on your availability for interview and when you would be able to commence the position.

We are looking for someone to start as soon as possible and will take the liberty to invite for interview even before the closing date. It is therefore advisable to send your application at your earliest convenience.

Any questions?

If you have any questions about this role please contact Manfred Meyer on 020 3581 9920 or 078 5554 4692 or email manfred@mybnk.org.