



# BRADFORD

BIRTH TO 19 

Executive Assistant to the Leadership Team

## Executive Assistant to the Leadership Team

**Start Date** March 1st 2024. We would consider appointing a graduate who would be able to start in Summer 2024.

**Location** Our roles involve a mixture of office and home-based working (hybrid).  
  
St Edmund's Nursery School,  
Washington Street,  
Bradford,  
BD8 9QW

**Short Description** Working across all of Bradford Birth to 19's workstreams, the purpose of this is allowing the SLT to focus on the bigger picture and aspects of their role. You and following up on action points post meetings, managing calendars, email preparation. You will also provide first-line support for fundraising.

**Annual Salary** £23,000 – £25,000, depending on experience

## Who are we?

Founded on the principles of social enterprise, Bradford Birth to 19 is committed to driving forward social mobility, from the first days of a child's life. For us, that means working in partnership with agencies and families, to provide place-based, whole-child offers which help children and young people to achieve their potential, and lead successful, healthy lives. Bradford Birth to 19 is a relatively new organisation which has grown over the past decade so that it is now making a significant contribution to learning and health outcomes for children and young people in Bradford and West Yorkshire. Founded in 2013, and growing from an outstanding school, Bradford Birth to 19 now has a national profile, with impact being seen across the UK.

### Bradford Birth to 19 is made up of:

Bradford Birth to 19 Institute for the Early Years



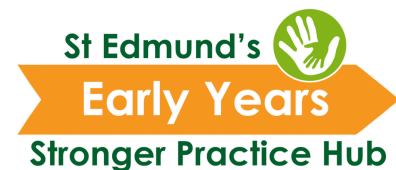
50 Things to Do Before You're Five



50 Things to Do Ages Five to Eleven



Early Years Stronger Practice Hub



Bradford Birth to 19 SCITT



Education Alliance for Life Chances



## **Bradford Birth to 19's offer**

- ★ Our 50 Things initiative helps Local Authorities, Multi Academy Trusts and health agencies to improve their support for parents and children from birth to 11.
- ★ Our Institute for the Early Years provides professional development and quality improvement support for schools and Early Years settings, local authorities and health services, focused on children aged from birth to five years old. This includes our Stronger Practice Hub offer for the DfE
- ★ The Bradford Birth to 19 SCITT supports graduates wanting to gain qualified teacher status in the primary and secondary age-phases, and schools wanting to recruit high-quality teachers.
- ★ Bradford Birth to 19 Evidence Informed Practice provides a range of professional learning offers for schools, and wider agencies. Covering the primary (4-11) and secondary (11-19) age phases, we provide support for school leaders, teachers, and other school staff. Our flagship initiative is The Alliance for Life Chances, a multi-agency, place-based approach to improving health and education inequalities.

## **Local and national reach**

Locally, Bradford Birth to 19 works with schools, Early Years settings, universities, health, the charity sector, and local & national government partners with the aim of making Bradford a better place to grow up. While much of our work is with schools and settings, we also work with parents, the voluntary sector, health and community groups to support a range of community regeneration initiatives across the district.

We work collaboratively with over 200 nursery, primary, special and secondary schools, private and voluntary early years providers and charities in the local district. Locally, we are held up as a model of outstanding leadership within the Early Years and in parent partnership. We have a strong record of success in Initial Teacher Training, through our Bradford Birth to 19 SCITT. We were a significant partner for the Department for Education through the Bradford Opportunity Area, and now support a five-year initiative to improve social mobility in Bradford. This is being sustained through The Alliance for Life Chances.

## **Executive Assistant to the Leadership Team**

Providing first-line administrative and policy support for the Bradford Birth to 19's Leadership Team, which comprises:

- Director
- Head of Strategy and Partnerships, Bradford Birth to 19 Institute for the Early Years
- Head of National Early Years Projects, Bradford Birth to 19 Institute for the Early Years
- Director, Education Alliance for Life Chances
- Head of Initial Teacher Training, Bradford Birth to 19 SCITT

Under the direction of the Leadership Team, leading on writing of key organisational documentation. This is likely to include writing up:

- internal documents including project and improvement plans
- draft content for our website, blogs and podcasts
- proposals for changes to national and local policy in areas relevant to our work
- leading on bids for external grant funding, with support from the Leadership Team
- press releases
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## **Benefits and Outcomes**

Working with us is unique! We are a supportive, values-driven organisation. We are small enough to be able to innovate quickly, and to ensure all who work with us are valued and nurtured; and large and successful enough to have influence with and be supported by local and national decision-makers.

The posts we are advertising are as a result of sustained growth, and will be new additions to a growing team.

We are a values-led organisation, supporting the local economy, and we expect all our staff to support our belief that children and young people should be at the centre of everything we do. This means a commitment to community cohesion and social mobility for all.

We are looking for a highly flexible, hard-working team player who is ready to learn with us, in a supportive, friendly and optimistic team. This post would suit someone who would be interested in developing a career within the charitable sector or within the public sector. You are likely to have had some experience of working with, or for, a charity, or in a community, school, health, or training setting and want a job which will combine the dynamism of partnership development, with the social value of working in the education, health and care sector.

A willingness to attend occasional conferences and meetings away from the area (with full expenses provided) is required, as is the ability to work occasional evenings and single weekend days, when time off in lieu will be given.

## **Person Specifications**

You should be comfortable working in an evolving and rapidly changing environment, therefore if you're innovative, curious, and not afraid of a challenge, we'd love to hear from you.

## **Qualifications**

- Graduate, ideally 2:1 or higher or equivalent professional learning and experience

## **Skills**

- Very good written and verbal communication skills
- Very good administrative skills
- Good IT skills
- Ability to work well in a team
- Demonstrable ability to complete work to a high standard, delivered on time
- An eye for detail, including in publicity materials, and written text
- Assured and personable character and phone manner
- Sound numerate skills, with the ability to manage small budgets
- We would expect you to be confident in written communication for a wide range of audiences.

## **Experience**

- Some experience of working with or for a community setting, school or care setting, or within or for a charity or the voluntary sector. This may be in a voluntary capacity.
- Experience of project or task leadership.

## **Knowledge, understanding and disposition**

- A passion for making a difference to the lives of all children and families, but particularly those facing social and economic disadvantage
- A basic understanding of the structures and working practices within Local Authority, health or education sectors is desirable

## **Satisfactory Enhanced DBS clearance**

### **Duration**

6 months in the first instance, but with the expectation of extending into a permanent contract for the right person, and continuing funding

## **Application Instructions**

Please apply by requesting an application form from Abigail Traynor, [abigail.traynor@bradfordbirthto19.org](mailto:abigail.traynor@bradfordbirthto19.org), and sending the completed version alongside a professionally laid out covering letter, and if you wish, a CV. When uploading your documents, please make sure you title each one with your name.

Please ensure you demonstrate in your application how you match every area of the person specification, and tell us how your experience, knowledge and skills will help us grow and succeed.

**Closing Date:** 11 am Friday 23rd February 2024

**Interview Dates:** Thursday 29th February and Friday 1st March 2024

## **Eligibility**

You must be eligible to work in the UK for the duration of your employment. Information is available at <http://www.ukba.homeoffice.gov.uk/>

### **Support for applicants with disabilities, impairments or health conditions:**

We want to make sure that all candidates have equal access to our recruitment and selection procedures. If you have a disability, impairment or long-term health condition that may affect your ability to submit an application, or if you need any adjustments to be able to attend an interview, take part in the selection process or to carry out the job you are applying for, please contact [christian.bunting@stedmundsbradford.org.uk](mailto:christian.bunting@stedmundsbradford.org.uk) This will enable us to make any reasonable adjustments. Any information provided will not inform any part of the recruitment and selection process.