



Volunteer Executive Assistant to the CEO

Location: St Ives, Cambridgeshire (in-person preferred, some flexibility)

Commitment: Flexible, agreed around your availability

Role type: Volunteer

Reporting to: CEO

About The Angels Foundation UK

The Angels Foundation UK (TAF) provides trauma-informed support to domestic abuse survivors and their families across Cambridgeshire. Our work is practical, compassionate and survivor-centred, helping people rebuild their lives safely and sustainably.

Based in **St Ives, Cambridgeshire**, we are a small, fast-growing charity with ambitious plans and a high volume of activity across services, partnerships, fundraising and operations.

The Role

The **Volunteer Executive Assistant to the CEO** plays a vital role in helping the charity run smoothly. This role focuses on bringing structure, clarity and follow-through to a busy workload, enabling the CEO to focus on strategic leadership and external relationships.

This is a hands-on, trusted role for a **switched-on, organised and calm individual** who enjoys taking ownership, working autonomously and keeping things moving.

What You Will Be Doing

Working closely with the CEO, you will support across the following areas:

CEO & Inbox Management

- Help manage and organise a busy email inbox, flagging priorities and actions
- Draft and send responses where appropriate
- Ensure important communications are followed up in a timely way

Projects, Actions & Follow-Ups

- Track projects, meetings and action points
- Remind the CEO of key deadlines, commitments and follow-ups
- Organise and chase actions with internal and external stakeholders
- Support delivery across multiple workstreams without things falling through the cracks

Meetings & Administration

- Prepare agendas and papers for meetings
- Take notes and capture clear actions
- Maintain action logs and ensure follow-through
- Organise meetings, diaries and scheduling

Systems & Filing

- Create and maintain clear digital filing systems
- Improve organisation of documents, reports and records
- Help ensure information is easy to find and consistently stored

Reports, Data & Finance Support

- Draft reports, summaries and briefing notes
- Work confidently with spreadsheets to track activity, projects or budgets
- Support work alongside finance, including basic tracking and reporting
- Help present information clearly for funders, trustees or partners

What We Are Looking For

We are seeking someone who is **organised, proactive and dependable**, with the confidence to work independently and take responsibility.

Essential

- Strong organisational and administrative skills
- Excellent attention to detail and follow-through
- Confidence managing emails, documents and action tracking

- Good working knowledge of spreadsheets (e.g. Excel or Google Sheets)
- Ability to work autonomously and take ownership of tasks
- Calm, easy-going and professional approach

Desirable

- Previous experience as an Executive Assistant, PA or senior administrator
- Experience supporting a charity, social enterprise or small organisation
- Confidence working alongside finance or budgets
- Strong written communication skills for reports and correspondence

The Difference You Will Make

Your support will have a direct and immediate impact. By bringing structure and organisation to the CEO's workload, you will:

- Improve efficiency and follow-through across the charity
- Reduce pressure on a small senior leadership team
- Help projects, partnerships and funding progress smoothly
- Enable the CEO to focus on strategic growth and impact

Your contribution will help ensure TAF can support more survivors, more effectively.

Support & Working Style

- You will work closely with and be supported by the CEO
- The role is flexible and shaped around your availability
- We prefer volunteers who can **attend our St Ives office**, with some flexibility

- You will be trusted to work independently and manage your own workload

How to Apply

Please submit a short statement (max 1 page) including:

- Why you're interested in volunteering as an Executive Assistant at TAF
- Relevant experience or skills (paid or voluntary)
- Your availability and how often you could attend the St Ives office

Shortlisted applicants will be invited to an **informal chat** with the CEO to explore fit and working style. Email support@angelsfoundation.org.uk

Inclusion & Diversity

The Angels Foundation UK is committed to building a diverse volunteer community and welcomes applications from under-represented groups. Reasonable adjustments will be made to support you in the role.