



Life Cycle  UK

Recruitment Pack

Executive Assistant

Life Cycle – Registered charity: 1077575 – Registered company: 3836786 – www.lifecycleuk.org.uk

Job summary

Executive Assistant

- Part Time (16 - 20 hours per week)
- £23,125 - £25,837 pro rata
- Working days to be agreed
- Candidate to spread their hours over a minimum of three days
- Occasional evening or weekend hours may be required – but only with advance notice
- Permanent contract

We seek a skilled Executive Assistant to join our growing team. Use your administrative and organisational skills to support the Chief Executive as we navigate an exciting time in our development. You'll thrive in a fast-paced, dynamic environment - and communicate confidently with a range of stakeholders as you work together to transform even more lives through cycling!

Watch the following videos to find out more about some of our charitable projects:



Video: [“Repairing Bikes, Rebuilding Lives”](#)



Video: [Tandem cycling for the visually-impaired “Two’s Company”](#)

About Life Cycle

In our age of climate emergency, rising inequality and public health crisis, we believe more cycling is vital for better physical, mental and environmental health.

Our Vision

A world with clean air and healthy people where cycling is the chosen mode of transport, for most people, for short daily journeys.

Our Mission

We help more people get cycling, to transform lives and the environment.

What we do

To achieve this, we:

- Offer people access to working bicycles.
- Help people gain the skills and confidence to cycle wherever they want, whenever they want.
- Offer extra support to anyone who faces barriers to unlock the benefits of cycling.
- Strengthen the cycling sector: we train new bike mechanics, cycle instructors and partner with Local Authorities, businesses and other charities looking to boost cycling levels.

Our Approach

We work with people to offer practical support to help them cycle, in ways that can scale up and be replicated elsewhere. We want to build independence, not dependence, and help people continue to benefit from cycling beyond our direct involvement.

We are passionate about always working in a way that maximises social value.

Our Values

- We strive for excellence in everything we do.
- We treat everyone with honesty, decency, openness and respect.
- We aren't afraid to try new things. We are bold. We are always learning.

Life Cycle was founded in 1999 and works with 10,000+ people a year. We run projects in the West of England, Swindon, Hereford, Derby and Leicester. See more at: www.lifecycleuk.org.uk/our-impact

Job description

Join our welcoming team as we gear up to help even more people! You will provide high-level administrative support to the Chief Executive to facilitate the smooth running of the charity's operations and governance functions. Your administrative duties will be exciting, challenging and varied as you support the continued development of a dynamic charity.

The cross-organisational nature of this role and the need to work with senior staff and Trustees mean the right person can make a big contribution to our mission to transform lives and the environment through cycling. No formal qualifications are needed for this role, nor is previous charity sector experience essential. What is important are the skills, capabilities, and potential you bring.



Key responsibilities

The following summary is indicative of the current scope of the role. Duties may evolve as the charity continues to develop and grow:

Executive Support:

- Help to manage the CEO's calendar and appointments.
- Help to prioritise emails and prepare correspondence for the CEO.
- Make travel and other logistical arrangements.
- Assist in the planning and execution of events, including logistics, guest management, and follow-up activities.
- Maintain accurate HR records, donor and stakeholder information on databases.
- Draft and proofread documents, in line with charity brand and tone of voice guidelines.
- Help process expenses and assist with maintaining accurate financial records.
- Conduct research and generate short reports to support decision-making.
- Perform other ad-hoc administrative duties as needed.

Governance

- Co-ordinate communication and meetings with the Board of Trustees.
- Assist the CEO with preparation and distribution of agendas, minutes, and documents for Board and Committee meetings.
- Attend meetings to take minutes (includes occasional evening meetings).
- Track completion of actions and provide reminders before key deadlines.
- Submit filings to Charity Commission and Companies House.
- Support management with the regular review and update of organisational policies.

Staff and Stakeholder Engagement:

- Help the CEO to deliver effective internal communications.
- Help the CEO to organise the Community Cycle Groups Network, in his capacity as Chair.
- Attend (internal or external) meetings to take minutes, actions or records, as required.
- Track completion of actions and provide reminders before key deadlines.
- Handle sensitive information with discretion and maintain confidentiality, in line with organisational policies.
- Foster positive relationships with external stakeholders and partners.

Person specifications

Characteristic	Essential	Desirable
Proven experience in providing high-level administrative support, ideally for a leadership or governance function.	X	
Strong interpersonal skills to engage with staff, trustees, donors, and external partners with empathy and professionalism.	X	
Excellent organisational and time management skills.	X	
Ability to work independently.	X	
Strong problem-solving skills, with a proactive approach to finding solutions.	X	
Ability to handle sensitive and confidential information with discretion.	X	
Clear written communication skills.	X	
Meticulous attention to detail.	X	
Proficient in using Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) and ability to learn confident use of other databases and software types.	X	
Committed to equalities, diversity and accessibility.	X	
Interest in cycling and/or the cycling industry.		X
Basic knowledge of GDPR and cybersecurity.		X
Experience in assisting with the planning and execution of charity events.		X
Proficient in researching information and presenting findings in a clear, concise way.		X

Note: This job description is for guidance only. You will be expected to undertake activities as required to help Life Cycle increase our social impact.

Terms & Conditions

Salary: £23,125 - £25,837 pro rata. This is at Life Cycle salary band 2b.

Working hours: Part Time, 16 - 20 hours per week, over a minimum of 3 days.

Working days: Flexible: to be agreed. Occasional evening or weekend hours may be required, but only with advance notice.

Contract: Permanent.

Probationary Period: Six months, with reviews at one month, three months and six months.

Annual Leave: 31 days paid leave in each holiday year, pro rata. Statutory holidays such as bank holidays are included within this entitlement. Three of these days (pro rata) must be taken between Christmas and New Year when the Life Cycle office is shut.

All employees will receive one extra day of annual leave, pro rata, for every full year they are employed by Life Cycle up to a maximum of five additional days.

Pension: 5% matched contribution to pension.

Other benefits: Company Sick Pay, staff discount on refurbished bike (or Cycle to Work scheme for new bike); TechScheme, free cycle training; free annual bike service; discounted Endura cycle clothing; team building meetings and socials; professional development opportunities.

Location: The CREATE Centre, Smeaton Road, Bristol, BS1 6XN. Some flexible and home working may be possible, at the discretion of your line manager.

Reports to: The Chief Executive.

Training: Opportunities will be available: to be discussed on appointment.

Working with volunteers: Life Cycle values its volunteers, who make a vital contribution to our work. You will be expected to encourage, develop and support volunteer involvement in our work.

Equalities focus: Whilst equalities and diversity have always been important to us, we are now on a journey to [becoming an anti-racist organisation](#). This means we are committed to increasing diversity amongst our staff, volunteers and participants – and to actively tackling unconscious bias and structural racism. We expect all staff to share our commitment to be always learning and working to address racial inequality, in order to achieve racial justice both inside and outside Life Cycle.

Application process

For an informal chat about this role call Ed Norton, Life Cycle's CEO, on 078 9123 7992.

To apply:

Life Cycle is committed to diverse and inclusive recruitment practises, so to reduce unconscious biases we practice anonymous shortlisting.

Please fill in the application form below. You'll be asked to attach a CV and a Covering Statement (maximum two sides of A4) explaining why you're a great fit for this role. We will assess applications against the criteria listed in the Person Specification.

Please make sure you remove all identifying personal information, e.g. name, address, date of birth, etc. **Unfortunately, we cannot accept applications that haven't been fully anonymised.**

Application form: <https://airtable.com/appP4eeiaj0aSdOLD/shroXXcVo0XFoHnY5>

Deadline: Tuesday 12th December 2023 by 9am

Interviews: Friday 15th December 2023

We will hold interviews at: The CREATE Centre, Smeaton Road, Bristol, BS1 6XN

Start date: We are looking to have a candidate in post as soon as possible.