

WOW



Appointment of

# Executive Assistant to CEO and HR Coordinator

Wonderseekers



WINCHESTER  
SCIENCE CENTRE  
AND PLANETARIUM

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## Foreword from the Chief Executive

# Thank you.

Thank you for your interest in joining our team. It's a big decision to apply for a new role, to leave an existing job and to take the plunge to join a new organisation. There are so many unknowns when taking on a new job. What will my new boss be like? What is the organisation's culture like? If I need to take a day off will I be allowed? Can I work from home? Will there be regular cake in the office or staff room? Hopefully this document will answer some of those questions and demystify what working for our Charity is like.



Getting across the workplace culture of an organisation in a job advert or a job description is really hard, but if I had to sum up our workplace culture in one word I would choose – family. I often describe us as a family employer. We understand the pressures and needs of family life and especially after such troubling times. Our charity recognises that home life comes first and the Senior Management team and I are keen to reassure and encourage our colleagues to manage their work-life balance.

And then there's the work family. Everyone here knows their colleagues have got their backs. I am incredibly proud of our work family. Recent experiences have only cemented my belief that every member of the team here is looking out for their colleagues, wanting to help and going over and above to achieve this.

We are at an exciting point in the history of this charity. We have bounced back well from the pandemic and we are in a stable and secure financial position with a clear vision and mission to deliver upon. We are looking for candidates that want come and not just work here, but to join our work family, help us to create a world where through the wonder of science people and planet thrive.

Thank you again for your interest in the role. If you feel you share our family values and want to make a difference then I urge you to apply. We are incredibly motivated to make sure our staff represent the diverse audiences that we serve, so please do read the section on Equality, Diversity and Inclusion. If you have any questions, or would like an informal chat with me or one of the Senior Management team before you apply, please do speak to Laura.

Looking forward to meeting you,

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PS. There regularly are amazing cakes in the office and staff room often baked by either Jennie or Lizi. They're really not good for the waistline but they taste so good!

# About the Charity

Wonderseekers, the Charity behind Winchester Science Centre, has been sparking children's curiosity in science, technology, engineering and maths (STEM) since it was founded in 1986.

We believe that through science, children can choose to live healthier, more sustainable lives and contribute to a better world for all.

They can:

- discover the wonder of science and make sense of the world around them and their place within it,
- use science methodology as a framework for critical thinking and problem solving,
- develop their self-confidence and resilience through practical experience and experimentation.

However, inequality of access to science for young children means that many miss out.

Our new strategy demonstrates our ambition to build on our Charity's long heritage, develop our experience in Equality, Diversity and Inclusion, continue our focus on all disciplines of science and take on an environmental agenda in response to climate change.

We remove social, cultural and intellectual barriers so that all children can be inspired by and engage in science, with a particular focus on children whose lives are impacted by disability or impairment and social and economic deprivation.

We specialise in communicating science to children through 'WOW!' experiences that are fun, inclusive, immersive, interactive and accessible. We reach out to children in innovative ways through our Science Centre, in schools, communities and online, and love to work collaboratively with children, industry and academic partners, charities and individuals to have the greatest impact.

Find out more about our Charity's strategy, governance and achievements over the past year by [downloading our latest annual report](#).

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# Strategy

## By doing this:

Speaking up for early intervention, equity, diversity and inclusion and the environment in science.

Creating, curating and sharing digital resources and experiences.

Connecting children to nature through environmental science, outdoor spaces and our activity programme.

Accessible, fun and diverse science experiences through our Science Centre.

Extending activity through schools and community-based programmes to deliver equitable access to science.

## And by working with:

Communities

Schools

Families

Partners

## Underpinned by our values:

Sustained, repeated and diverse science engagement from an early age.

Fun, positive, people-led and participatory activities.

Accessible and inclusive experiences, where children feel welcome and valued.

Continuous evaluation.

## Outcomes:

Children are connected to nature.

Children use their science enquiry skills.

Children want to play their part.

Children value and see the relevance of science.

## Long-term impacts:

Children can live in a more equitable society.

Children choose to live healthier lives.

Children choose to contribute to a better world for all.

Children can and want to protect and heal our natural world.

# Equality, diversity and inclusion

Our charity is committed to breaking down barriers to STEM and wants to help everyone regardless of age, background, gender, sexual orientation, ethnicity, race, religion or belief, disability, impairment or any other protected characteristic to be in STEM.

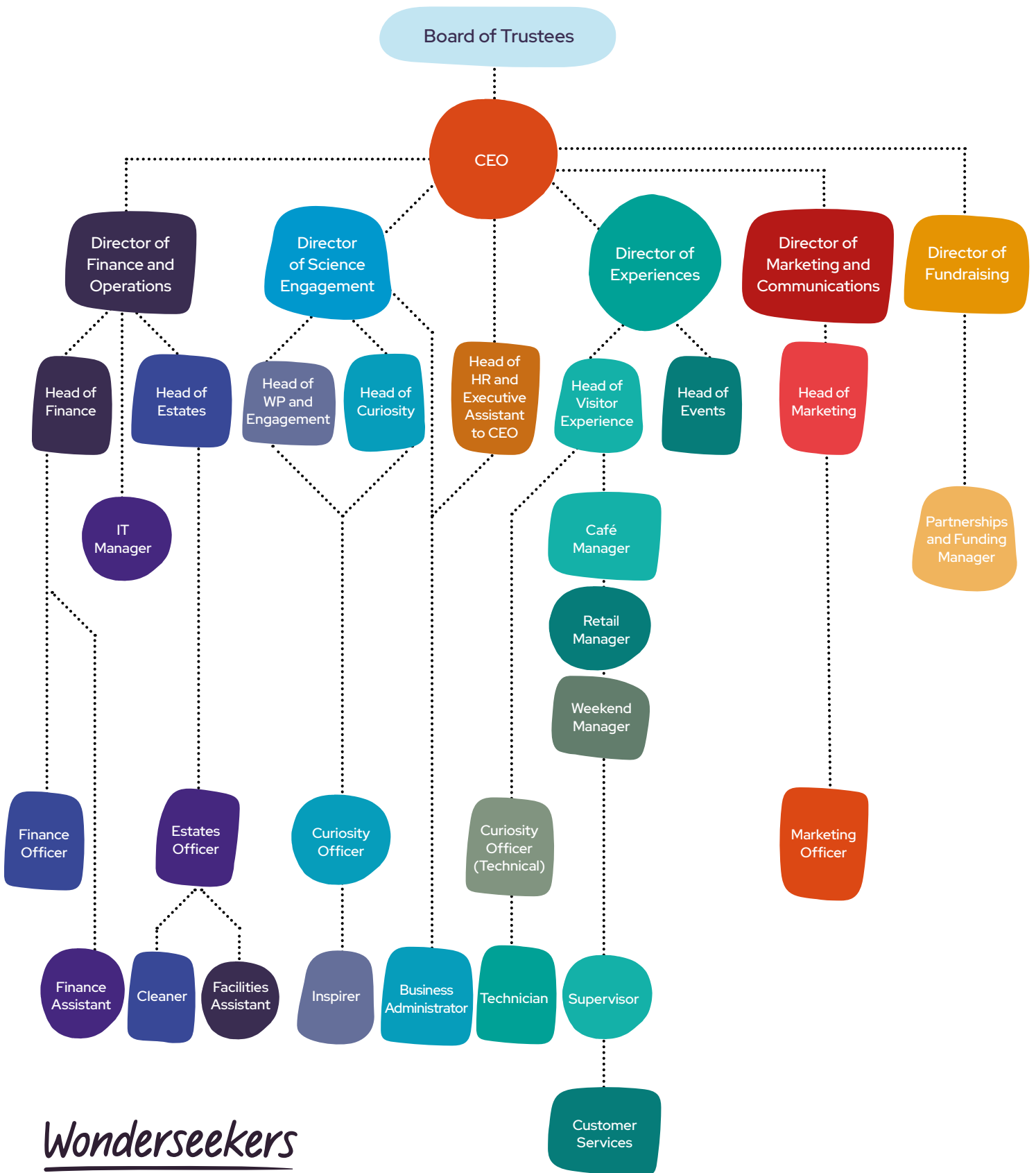
Equality and inclusion are at the heart of everything we do. We want to create a truly diverse and inclusive workplace. If you are disabled and have the essential skills and experience to do the job, we will invite you to an interview.

We recognise that through diversity our Charity can grow and we are committed to providing an inclusive recruitment process to support this. We want to work with a great team, with people who share our values and can make a huge contribution to sparking curiosity. We believe the team must reflect the diverse communities we work with so to support this, we are very willing to facilitate flexible working, changes to the infrastructure, systems and processes in order to welcome the most diverse candidates possible.

If you wish to have a conversation about accessibility, the role or the application process please do get in touch with Laura (see last page for contact details).



# Organisation and management



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# Role specifics

## Executive Assistant to CEO & HR Coordinator

**Line manager** CEO

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**Salary** Based on an FTE of £24,000-£26,000 per annum depending on experience. (Actual salary based on 0.64 FTE £15,360-£16,640).

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**Holiday** A pro-rata equivalent to 25 days plus 8 bank holidays. This is equal to 158 hours based on an FTE of 0.64. A scheme for buying and selling holiday is also available.

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**Contract** Fixed-term period of up to 15 months from mid-June to August/September 2024. If an extension to this period becomes available, we will confirm as soon as possible.

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**Start date** From Mid-June to enable a training and handover period with the current Head of HR.

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**Working pattern** 24 hours per week (0.64 FTE) to be covered over 3 or 4 days during office hours Monday to Friday. The post-holder will be required to work on Mondays however the other days are flexible. Following training and probation the post-holder will be able to work from home 1 day per week.

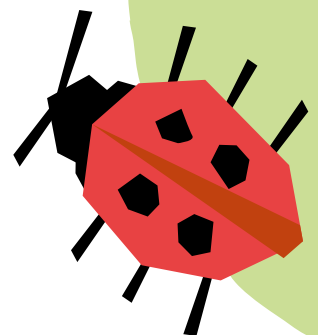
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**Deadline** Friday 12 May 09:00

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**Interviews** w/c 22 May

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# Executive Assistant to CEO and HR Coordinator

## The role

We are looking for a strong administrator with previous HR experience to hit the ground running. This is a unique and exciting opportunity to join our Charity in this flexible, maternity cover post which covers the executive support and essential HR administration aspects of the current post holder's role.

This is an excellent time to join our Charity. We have recently launch our new strategy and have lots of exciting new projects on the horizon, making this role pivotal in supporting our senior management team (SMT). Our CEO, Ben, and his team are on a mission to make science more equitable and supporting our dynamic team through this coming period is going to be challenging, rewarding and definitely fun!

The post-holder will be line managed by Ben and supported by Lizi (Director of Finance and Operations) and will work closely with teams across the organisation (circa 50 employees, 50 casual workers / 40 FTE).

### The post covers two key areas:

- Executive Assistant: You will provide excellent executive support to Ben and strategic support to the SMT.
- HR: You will work closely with the management team and line managers to deliver efficient and professional day to day administrative support throughout the employee lifecycle.

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# Executive Assistant to CEO and HR Coordinator

## Key responsibilities

This document outlines the duties required of the post to indicate the level of responsibility. It is not a comprehensive or exhaustive list and duties may vary from time to time but these would not change the general character of the job or the level of responsibility.

Flexibility is essential as Wonderseekers relies on a small team of dedicated individuals working closely together to support and develop the Charity, so occasional additional support duties will be required in other areas of its business.

### Executive Assistant

- Be the main contact point for enquiries relating to the CEO from both staff and visitors, screening calls and prioritising responses as appropriate
- Manage Ben's busy diary and arrange internal and external meetings as required
- Monitor the general CEO enquiries mailbox
- Liaise with suppliers, partners, trustees and other stakeholders on Ben's behalf
- Arrange travel and accommodation requirements including preparing travel itineraries
- Meet and greet visitors and provide refreshments
- Take minutes at various Charity meetings, primarily full Board and Committee meetings, including attending and arranging some meetings off-site
- Maintain up to date records of minutes and other Board governance documents
- Distribute board papers in a timely manner and record responses to various requests
- Keep the Trustee Sharepoint up to date including drafting news posts and collating board documents
- Set up meeting spaces including moving equipment and furniture safely
- Set up virtual meetings using Sharepoint and ensure attendees have all required details for the smooth running of such meetings
- Support in the recruitment and induction of new trustees
- Raise purchase orders and liaise with the Business Administrator to ensure adequate supplies and purchase card reconciliation
- Drafting and proof reading of various documents
- Perform general administrative duties to include but not limited to; photocopying, data entry, minute taking, and scanning of documents
- Supporting the Senior Management Team with administration for various projects across the business
- Assist with administration for ad-hoc projects and support strategic activities as required by the Senior Management Team
- Other duties to support the day to day running of the centre

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# Executive Assistant to CEO and HR Coordinator

## HR

- Employee Lifecycle
  - Create electronic and online HR files for all new starters; ensure all documentation is present and completed including contracts, holiday calculations, right to work checks, DBS checks, pension documentation and employee benefits information
  - Ensure key departments are aware of pending new starters ie Finance, IT and Business Administration
  - Track probation periods, liaising with line managers at review periods and ensuring all relevant correspondence is actioned
  - Prepare employee letters in relation to annual salary changes, contract changes, sickness/pay/leave issues etc (templates are available)
  - Maintain the leaver process; preparing leaver letters, calculate any outstanding holiday, notify benefit providers, liaise with payroll team.
- Recruitment
  - Support drafting of job descriptions
  - Set up and managing the application portal for each role
  - Post job adverts on relevant sites
  - Arrange interviews and conduct interview tours
  - Ensure the candidate tracking system is updated at all times
  - Draft offer paperwork and contracts
  - Gather references
- HR System
  - Manage the online HR system ensuring all data is accurate and correct at all times (set up new starters, remove leavers and update employee changes)
  - Update employee holidays (including managing carry forward days at the end of the year and processing requests for buying/selling holiday)
  - Troubleshoot issues and liaising with technical support for more complex issues
- Payroll: keep the finance team up to date with monthly HR changes
- Reporting: Prepare reports to provide to the Senior Management Team as and when required such as sickness, holiday balances and staff turnover
- Benefits management: be the main point of contact for third party benefit providers, ensure all staff receive relevant information on the schemes available and answer any ad hoc queries regarding the schemes
- Staff wellbeing: Assist with activities which prioritise staff wellbeing including attending Mental Health First Aiders meetings to help support from a HR/wellbeing perspective.
- Staff communication: Administer the staff communication platform and ensuring employees and line managers are kept up to date with matters affecting them
- Organise staff events with the assistance of the Business Administrator and Head of Events as required
- Support HR investigations including note taking whilst maintaining confidentiality and discretion at all times

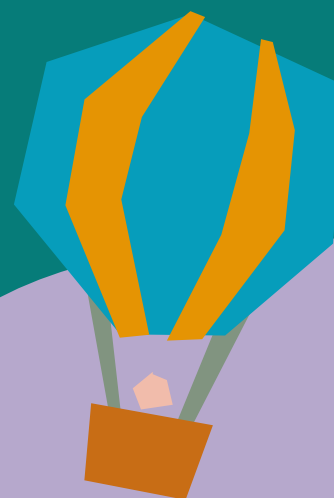
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# Executive Assistant to CEO and HR Coordinator

## Requirements

- Strong administration, organisational and communication skills
- Excellent people skills and the desire to deliver outstanding customer service
- Excellent minute taking skills
- Knowledge of Microsoft 365 / Teams / Sharepoint
- High level of confidentiality
- Exceptional attention to detail
- Previous experience working in a generalist HR Administrator/Assistant capacity
- Experience using HR information system
- Understanding of HR processes, employment law and the employee lifecycle
- Some knowledge of legislation and regulations on governance relating to Charities/Not for Profit organisations would be advantageous but not essential
- Awareness of mental health and employee wellbeing
- Ability to learn quickly and adapt well

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# Why work for us?

## Employee Benefits

- Annual leave – Receive 25 days plus bank holidays as standard
- Buy and sell annual leave – Flexibility around holiday entitlement to help manage your work/life balance.
- Long service annual leave bonus – Be rewarded with up to 30 days holiday for sticking with us.
- Café and shop discount – Grab some rocket fuel for your shift or stock up on gifts at almost cost price
- Family friendly leave – We offer a generous package to support you and your family, taking away some of the worries and enabling you to welcome and bond with your new little person
- Cash back health scheme – receive cash payments on every day health and wellbeing essentials like optical, dental, physio and more. Access confidential advice, receive face to face counselling, speak to a GP 7 days a week, and get discounts on everyday essentials.
- Wellbeing procedure – We are here for you during life's many ups and downs. This includes mental health, the menopause and financial difficulties.
- Mental Health First Aiders – our team are on hand to look out for colleagues and signpost to professional support
- Financial wellbeing scheme – a free financial health check and educational content focussing on financial wellbeing and planning for the future
- Financial loans
- Cycle to work scheme
- Flexible family-friendly working environment
- Flexible IT and home working by arrangement
- Paid for training and development opportunities by arrangement
- Casual dress and comfortable uniform supplied
- Rural location with beautiful views and access to the South Downs for lunchtime strolls
- Free entry for family and friends
- Free social events including a family day in the summer and Christmas party
- Free on-site parking
- Pension contribution
- Inflationary pay rise

*Some benefits are subject to length of service and may be pro-rata'd accordingly. Not all benefits are contractual and may be withdrawn or amended at any time. If you have any queries on staff benefits before applying for a role, please contact Laura Ollis.*

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# Application process

When you are ready to apply, [please click to go to our recruitment portal](#).

You will simply need to create an account, answer a few questions, and then upload your CV and cover letter. If you have any other questions or wish to arrange an informal phone prior to applying, please do not hesitate to get in touch with [lauraollis@winchestersciencecentre.org](mailto:lauraollis@winchestersciencecentre.org). We would be delighted to chat to any prospective candidates.

## What's next?

If you're successful in being shortlisted based on your application, we will arrange a time for you to swing by for a chat so we can get to know you better, and for you to get to know the WSC family for yourself.

We know interviews can be quite daunting but we're not here to catch you out - we just want to know what makes you brilliant, why you should be part of our growing family, and how you can support our charitable aims to make a difference. We can't wait to meet you!

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