

Job Application Pack

# Executive Assistant



Photo: Abiola Remi-Lawal

## Welcome

Thank you for your interest in our vacancy for an Executive Assistant.

In the following pages you will find:

- An explanation of the application process.
- An overview of what we do here at Freelands Foundation, and why we do it.
- A job description that sets out what this role is responsible for and who it reports into.
- A person specification that sets out what we think the requirements are for someone to do this role, in terms of experience, knowledge, skills, qualifications and attributes.
- A summary of terms that sets out the salary, hours, working pattern, working location and the benefits we offer.
- The application questions we'd like you to consider before making your application.

### The application process

You will need to read through this job application pack, and we also encourage you to take a look at our website. If you would like to apply for this role then please follow the link on our careers page, and provide the following via the online application form:

1. An up-to-date CV.
2. Responses to the application questions outlined at the end of this pack.
3. Contact details of two referees.

AI tools, such as ChatGPT, can be useful for exploring thoughts but we ask that the words you share with us are your own. Responses that feel overly generic or artificially generated may not reflect the individuality we value and could affect how your application is perceived or result in it being rejected.

### Accessibility

If using the online portal is not accessible to you, please let us know by emailing [recruitment@freelandsfoundation.co.uk](mailto:recruitment@freelandsfoundation.co.uk) and we will do our best to accommodate your needs so that your application can still be considered.

### Deadline

The deadline for applications is **12pm (noon) on 28 September 2026**. Anything we receive after that deadline will not be considered.

### Next steps

We will consider all completed applications received by the deadline. Please read the full person specification; this is the framework we use for assessing candidates throughout the recruitment process. If you are not sure if you meet all the essential requirements, please don't automatically rule yourself out – let us do the scoring.

We will create a shortlist for first interviews and send a response out to all applicants that either invites you to an interview or lets you know that your application has been unsuccessful. Due to the high volume of applications we receive, we do not provide feedback on unsuccessful applications at this stage.



If you are invited to interview, your interview invitation will let you know where to go, when, and what to expect. We will also ask what adjustments we can make to ensure your interview is fully accessible to you.

We may provide some questions in advance, and we may also ask interviewees to prepare or take part in a practical exercise as part of their interview. If so, we will include full details of that in advance as well, and everyone invited to interview will get the same information. We may also ask to take up some references in advance, with your permission. This would not include your current employer, unless you permit us.

There will be at least two rounds of interviews. The first round will be a 20–30-minute video call with the Director of Finance and Operations, and the second will be an in-person interview with a panel, likely to last up to an hour. We will let all our interviewees know our decision as quickly as we can, and offer feedback based on their application and interview, if they would like it.

### **Interview dates**

We are aiming to hold first-round interviews on **8 October 2026** and the second round on **15 October 2026**. If this changes, we will let everyone affected know as quickly as we can.

### **More information**

This appointment is subject to a Basic DBS check.

Freelands Foundation is committed to anti-racism and to addressing inequality in the art sector. We warmly welcome applications from Black, Asian and ethnically diverse candidates, as individuals from these backgrounds are currently underrepresented at all levels of our organisation.

We have tried to make this application as comprehensive as possible. If you cannot find the information you need before deciding whether to apply, please email [recruitment@freelandsfoundation.org.uk](mailto:recruitment@freelandsfoundation.org.uk).

We really appreciate you reading this far and thank you for your time and interest.

With best wishes,

Freelands Foundation



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## About Freelands Foundation

Freelands Foundation champions art education. Freelands Foundation believes in the intrinsic value of art and that making is fundamental. Its vision is to increase the status of art education, enable equality of access and promote material literacy.

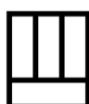
The Foundation supports this important work in formal education settings, in galleries and art organisations, and by learning through artistic practice. Its charitable programme provides vital funding through grants, awards, fellowships and residencies. It also commissions innovative action research to inform the Foundation's future support and to help make progress across the sector. At the Foundation's home in London, as well as online, there is a programme of lively discussions, workshops and events for teachers, artists, gallery and art professionals, alongside a growing library of inspiring art education resources.

Our operating model is based around three main pillars – Programmes, Audiences and Operations. We work collaboratively to ensure that our programmes and operations serve our audiences in delivering our mission.

Freelands Foundation was set up in 2015 by Elisabeth Murdoch. It is a registered charity (number 1162648).



Photo: Matthew Blunderfield



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## About the role

Freelands Foundation is looking for an Executive Assistant to support our Artistic Director and Executive Director. This role will play a pivotal part in supporting the scaling of the Foundation over the next few years, including a major capital project for our Errol Street building, a significant expansion of key programmes and reaching new audiences for our work.

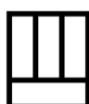
The Executive Assistant will enable the smooth running of the organisation, supporting the executive leadership team in their day-to-day management of the charity, planning national and international travel, and delivering effective communications. This role will also be pivotal in ensuring the effective governance of the charity, facilitating the decision-making processes of our trustees.

We are looking for someone who has substantial experience of supporting executive teams within a small- to medium-sized organisation, excellent interpersonal communication and influencing skills, and strong support for our mission to champion art education.

Please see the full job description and role requirements overleaf for more details.



Photo: Abiola Remi-Lawal



## Job description

### Role purpose

Reporting to the Executive Director, the Executive Assistant will support the executive leadership (Artistic Director and Executive Director) in managing daily operations, coordinating strategic priorities and acting as a bridge between the executive leadership, the board of trustees and external stakeholders. In addition, the role will organise and support the effective running of the charity's governance processes, including quarterly trustees' meetings.

### Role Responsibilities

#### Executive support and diary management

- Manage the calendar of the Artistic Director, prioritising high-impact meetings and ringfencing time for strategic work; in addition to arranging meetings for the Executive Director under direction.
- Monitor and file the Artistic Director's email inbox, flagging items for review, drafting professional responses under delegated authority and handling sensitive enquiries with discretion.
- Collate briefing materials, presentations and data to ensure the Artistic Director is well prepared for stakeholder meetings.
- Coordinate all travel arrangements for the executive team, including itineraries, expenses and event logistics for internal and external engagements.
- Organise any refreshments or catering required for stakeholder gatherings on behalf of the executive leadership team.
- Support the executive leadership team in their line management duties, including managing leave requests and ensuring performance management processes are followed.
- Bridge communication between the executive leadership team and the wider organisation to drive strategic initiatives.

#### Governance and board support

- Act as the first point of contact for the board of trustees and their respective assistants, enabling timely resolutions to ad-hoc queries as well as mapping trustees' availability and schedules in line with the needs of the Foundation.
- Coordinating quarterly board meetings, capital project committee meetings and other governance forums as needed.
- Compile meeting agendas, aggregate and format board packs, take comprehensive minutes and track action logs.
- Maintain annual governance processes, such as compiling conflicts of interest declarations.
- Look to continually improve all governance-related presentations, processes and tooling to enable effective decision-making across the Foundation.

#### Operational support

- Consolidate meeting agendas and materials from across the organisation to enable the effective running of internal team meetings, delivering engaging presentations and ensuring follow-up actions are clearly communicated.

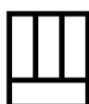


- Ensure visitors to the Foundation are warmly greeted and made to feel welcome when visiting our premises.
- Support the management of the Foundation's public-facing inboxes, where required, ensuring all enquiries are responded to quickly and professionally.
- Coordinate post and deliveries where needed.

### **Freelands Foundation contribution**

- Undertake such tasks that are needed to deliver this role's responsibilities.
- Work in cooperation with colleagues across the organisation, providing support and cover as needed within available time and resource.
- Undertake organisational training as required.
- Work within the organisation's agreed policies and processes, confirming such with a senior manager where clarity is needed.
- Uphold the organisation's values and mission in all internal and external interactions undertaken on behalf of Freelands Foundation.

The above job description is intended to be an outline of the duties and responsibilities of this role. This is not exhaustive, and it is likely to change over time.



# Person specification

## Essential

### Experience

- Significant experience as an Executive Assistant or Personal Assistant supporting senior executives in a small- to medium-sized organisation.
- Demonstrated experience coordinating board meetings, consolidating board packs and recording minutes to a high standard of governance.
- Highly proficient in consolidating disparate data and information into reports and presentations.
- Effective planning of both national and international travel arrangements, within a cost-conscious environment.

### Knowledge

- Highly proficient in Microsoft Outlook, including calendar management, email formatting and folder systems.
- Expert in using Microsoft Word and Microsoft PowerPoint to create visually appealing, clear and concise documentation.

### Skills

- Excellent interpersonal communication, comfortable engaging with people at all levels.
- Ability to apply a consistently calm and objective approach in a busy workplace.
- Outstanding time management and prioritisation skills, with a proven track record of handling competing deadlines seamlessly.
- Excellent attention to detail, with the ability to proofread and highlight inconsistencies based on accumulated knowledge of the context of the organisation.

### Attributes

- Dedication to maintaining confidentiality and handling sensitive information with discretion.
- The ability to pre-empt potential issues, devising potential solutions and working comfortably in situations without complete clarity of information.
- Strong support for our mission to champion art education.

## Desirable

### Experience

- Experience as an Executive Assistant within a non-profit or charity environment.
- Planning and delivering team-wide events and celebrations.
- Operating in an environment where there is a focus on safeguarding and health and safety.

### Knowledge

- Understanding of key stakeholders across the visual arts and/or education sectors.
- Leveraging digital tools for project management, with Asana a significant bonus.
- Working knowledge of HR systems, in particular BreatheHR.
- Broad knowledge of UK charity compliance requirements.



## Summary of terms

**Starting Salary:** £43,891 per annum FTE.

**Hours of work:** This role is envisaged as full-time (40 hours per week). However, we are open to considering reduced hours for this role across a 5-day week, for example 10am to 3pm.

**Working pattern:** Typical working hours will be Monday to Friday, 10am to 6pm, unless reduced hours are agreed. While we do not expect evening and weekend work will be necessary in this role, TOIL is available for hours required in addition to the normal working pattern.

**Location:** Freelands Foundation offices in Central London. Following a successful probation, the role holder can work from home/remotely for one day a week subject to the approval of their line manager and building-based demands.

**Contract:** Permanent.

**Benefits include:**

25 days annual leave, plus UK public holidays and discretionary office closure (currently one week in the summer, and between 25 December – 1 January inclusive, subject to project demands).

Employer pension contributions of 6%.

Critical illness insurance, group income protection and life assurance schemes, including an Employee Assistance Programme and mental health support service.

Annual training budget available for approved work-related training.

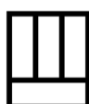
Cycle to work scheme, with on-site lockable bike rack and shower available.

Well-stocked staff kitchen with dedicated eating area.

Access to our art education library.

**Visa sponsorship status:** We would not consider sponsorship for the successful candidate since this role does not meet current skilled worker visa requirements.

**DBS check:** The appointment is subject to a Basic DBS check. Only candidates who pass the check will be offered employment.



## Application questions

Below are the questions you'll find in our online application form that we'd like you to answer as part of your application. For question 1 we suggest a response of 400–500 words, and for the remaining questions, we suggest a response of 200–300 words.

1. Please tell us about your main achievements so far in supporting senior executives within a small- to medium-sized organisation. In particular, please highlight how you optimised their time and supported the effective oversight of the organisation.
2. Share an example of a situation where something had gone wrong outside of your control. Please detail the context, what actions you took to resolve the situation and what the ultimate outcome was.
3. Please outline your experience supporting boards of trustees.



