



Job Description

Executive Assistant and Redevelopment Administrator

Job Title:	Executive Assistant and Redevelopment Administrator
Reporting to:	Chief Executive Officer (CEO)
Salary:	£29,000-£34,000 per annum pro rata
Office location:	50-52 Camden Square, London NW1 9XB
Days:	17.5 hours per week (Hybrid - flexibility required)
Contract type:	2-year FTC, part time

Who We Are

The London Irish Centre's mission is to empower and enrich lives through Irish community and culture. Since 1955, we have served the Irish community in London, providing crucial support, connection and a 'home from home' to those living in the capital.

Our services include accredited advice and support, community wellbeing activities, and an extensive programme of Irish arts, culture and education. Our venue also comprises of a licensed bar and shop, as well as private hire spaces to support the work of our charity.

Job Purpose

To provide high-level, confidential administrative and strategic support to the Chief Executive Officer (CEO) and the Board of Trustees, while serving as a key operational support for the charity's Capital Campaign and Development teams. The Executive Assistant will provide administrative support in addition to internal and external stakeholder management support. The role will also provide support to the wider team, subject to capacity and prioritisation. The Charity is undergoing a significant re-development over the next few years and this role is designed to add additional support during an important and busy time for the Charity.

About You

- **Proven Experience:** Significant administrative or Executive Assistant experience supporting senior management or comparable experience.
- **Communication:** Exceptional written communication skills for drafting high-level briefing notes, minutes, and public campaign materials.
- **Organisation:** Outstanding planning skills with the ability to manage competing deadlines and sensitive, confidential information.
- **Technology Proficiency:** Advanced skills in Microsoft 365 (Word, Excel, PowerPoint, Outlook and Teams) and experience with CRM or database systems.
- **Proficiency in facilitating hybrid meetings/conferences** where relevant
- **Sector Values:** Full alignment with the charity's core values, displaying the discretion required for governance and the enthusiasm needed for a publicly facing role.



- You are dynamic, organised, and capable of building strong rapport with colleagues and stakeholders.
- You thrive in a fast-paced environment, managing multiple tasks simultaneously while maintaining attention to detail.
- You possess a strong ability to manage your own workload, demonstrating both independence and teamwork.

How to Apply

In this pack we have included a job description and person specification to support your candidature. The details in the job description and person specification should be addressed in a maximum one-page cover letter. The cover letter should include your current job title, salary and position within banding where relevant.

Please apply via our Recruitment Portal here:

<https://londonirishcentre.peoplehr.net/Pages/JobBoard/Opening.aspx?v=2b14b9c0-8134-4f5f-bfda-5cfbd0d96089>

Please note that this role is subject to enhanced DBS (Disclosure and Barring Service).

Please refer to our website or Recruitment Portal for closing date and recruitment timeline

Applications will be reviewed on a rolling basis, and we will be actively interviewing. We reserve the right to close applications before the stated deadline. Interviews will begin with an initial online screening, followed by in-person interviews at the Centre.

If you would like to have an informal conversation with Séamus MacCormaic (CEO), please contact us by email at recruitment@londonirishcentre.org to arrange a call.

Responsibilities/Duties

CEO and Project Support

- **Executive Support:** Manage diaries, screen communications, and schedule meetings and agendas, primarily externally focused.
- **Stakeholder Management:** Serve as the primary point of contact for external stakeholders including external partners and major donors.
- **Project & Event Coordination:** Assist with the delivery of Capital Campaign events and high-profile charity functions.
- **Project Management:** ability to assist with ad-hoc larger projects and drive smaller projects.

Capital Campaign & Advocacy Coordination

- **Cross-Functional Link:** Act as the primary operational bridge between the CEO, the Board, and the internal Communications and Capital Campaign teams.
- **Campaign Logistics:** Coordinate timelines, resource allocation, and meeting logistics for high-profile fundraising or awareness campaigns.
- **Stakeholder Relations:** Draft formal briefings, correspondence, and updates for major donors, corporate partners, and political stakeholders.
- **Impact Tracking:** Use and maintain internal CRM databases to track campaign milestones, donor interactions, and key performance metrics for board reporting.

This job description is a guide to the nature of the work required of the Executive Assistant. It is not wholly comprehensive or restrictive and may be reviewed as required

Personal Specification

Essential and Desirable Skills, Experience and Attributes

Experience	Essential	Desirable
Experience as an Executive Assistant	X	
Previous experience in administration and co-ordination role	X	
Experience in working within a busy venue or charity environment.		X
Skills	Essential	Desirable
Strong organisational and time-management skills	X	
Ability to manage multiple tasks and prioritise effectively	X	
Excellent verbal and written communication skills	X	
Strong problem-solving skills	X	
High level of attention to detail	X	
Ability to work independently and as part of a team	X	
Proficiency in Microsoft Office (Outlook, Teams, Word, Excel, PowerPoint)	X	
Proficiency in CRM and/or comparable database/systems	X	
Attributes	Essential	Desirable
Friendly, approachable, with a high level of professionalism and confidentiality	X	
Proactive and able to take initiative	X	



Ability to work under pressure and adapt to changing priorities		X
Positive, can-do attitude towards problem solving	X	
Willingness to learn new skills and take on additional responsibilities	X	
An affinity and enthusiasm with the purpose, vision, mission and values of the London Irish Centre	X	