



# TDAS

**Recruitment Pack**  
**Executive Assistant**

# Welcome

## We are thrilled you are considering our organisation.

Hello! I'm Sam, CEO of TDAS (Trafford Domestic Abuse Services), and I'm thrilled that you're considering joining our amazing team. Since 1990, our local charity has been a beacon of hope for those affected by domestic abuse in our community. We support over 2000 adults and children every year, offering a range of services including intervention and prevention programs, accommodation, group support, a support line, community outreach, and training and educational awareness.

Our mission is grounded in five core values that guide everything we do:

**Openness:** We believe in transparency and honesty in all our actions and communications. This value fosters a culture of trust and inclusivity, ensuring that every voice is heard and respected.

**Empowerment:** Our work is centred on empowering individuals to reclaim their lives and regain their sense of self-worth. We provide the tools, resources, and support necessary for personal growth and healing.

**Person-Centred:** We recognise that every person's experience with domestic abuse is unique. Our approach is tailored to meet the specific needs of each individual, ensuring compassionate and personalised care.

**Collaboration:** We know that our impact is greater when we work together. By partnering with other organisations, communities, and stakeholders, we create a stronger network of support and advocacy.

**Innovation:** We are committed to continually evolving and improving our services. By embracing new ideas and approaches, we strive to provide the most effective support for those we serve.

At TDAS, we also prioritise the well-being and support of our staff. We believe that a healthy, motivated team is essential to delivering the best possible outcomes for our service users. We offer a supportive work environment that encourages both personal and professional development and a healthy work-life balance, recognising that our staff's growth and satisfaction are integral to the success of our mission

These values—openness, empowerment, person-centred care, collaboration, and innovation—are not just for our service users but also reflect the ethos of our team. If you feel that your values align with ours, this could be the perfect place for you.

**We look forward to receiving your application and hopefully welcoming you to our team.**



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# About Us

**Trafford Domestic Abuse Services (TDAS)** is an independent specialist agency working in Trafford and Salford delivering services to adults and children who have experienced domestic abuse. TDAS is a specialist charity providing services to adults and children and young people experiencing or have experienced domestic abuse. We provide both prevention and intervention services and raise awareness of domestic abuse through training, workshops and public forums.

## Our Mission Statement:

'To enable people to break free from domestic abuse'.

This is achieved by meeting the following objectives:

1. The provision of safe and supportive spaces and temporary accommodation for women and children who have or who are experiencing domestic abuse.
2. The provision of community support services to those who have experienced domestic abuse
3. To advance the education of the public and those who work in partnership with the public, private, voluntary, community and social enterprise. in issues relating to domestic abuse including its nature, impact and causes.

## TDAS Values:

**Openness:** TDAS create an open culture, provide transparent reporting, good fundraising and governance.

**Person Centred:** TDAS provide coordinated, personalized and enabling services to everyone

**Innovative:** TDAS introduce new ideas, are creative and forward thinking

**Collaborative:** TDAS work in partnership with key stakeholders to enable individuals to achieve a defined and common purpose

**Empowering:** TDAS empower our service users to become stronger, more confident, being aware of their rights and privileges and live a more meaningful and fulfilling life.



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# What our clients & partners say about us



“TDAS is a special charity that makes a very powerful and positive impact on society”

**Volunteer**

“I can't believe that I let it get so bad but TDAS was my saving grace. For that, I will be eternally grateful.”

**Client**

“TDAS is a great organisation to volunteer for. They are without a doubt a ‘go-getting’ organisation that really let their volunteers get involved.”

**Volunteer**

“TDAS is an amazing charity where you know every penny you donate goes to making peoples’ lives better.”

**Donor**

“When I walked into the refuge I didn't know who I was; I didn't have control of my own mind, it had been run by my ex-partner for so long. My daughter and I were finally safe, TDAS gave me my life back!”

**Client**

Highly supportive of staff, values & ethos are actively carried out, welcoming & community focussed (both staff & wider community), compassionate & caring, goes above & beyond to meet the needs of service users.

**Staff**

“Thank you for helping me see the light at the end of the tunnel and for creating a safe space for me to find myself again”

**Client**

“It felt incredible to be able to support this fantastic charity”

**Donor**

“If you have any worries about being in an unhealthy relationship, please contact TDAS they can help you. The support they offer is second to none.”

**Client**

Thank you for being a great organisation and supporting not only clients, but TDAS colleagues as well. I feel very comfortable, happy and appreciated within the organisation.

**Staff**



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# Benefits

A generous package including 34 days holiday per year inclusive of bank holidays (FTE), extra holidays, for long service

Life assurance benefit

365 days a year Employee Assistance Programme

EAP

Employee pension scheme with 5% employer contribution (after 3 months of employment)

Cycle2work Scheme

Electric Car Scheme

Wellbeing Champions

Professional and Personal Development

Monthly Employee Recognition



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# Role Description

<b>Title:</b>	Executive Assistant
<b>Area:</b>	Organisation
<b>Reporting to:</b>	CEO <i>All paid members of staff are accountable to the CEO, and ultimately the Trustees of TDAS</i>
<b>Place of work:</b>	Hybrid
<b>Hours of work:</b>	Can be flexible offering between 30-37 hours per week
<b>Salary/Scale:</b>	Scale 5 £27,803-£29,269 FTE.
<b>Main Purpose of Role</b>	To provide comprehensive administrative support to the executive team and the Board of Trustees, ensuring the smooth and efficient functioning of the organisation's governance and management operations. This includes contract management and coordination with the finance team.
<b>General Duties and Responsibilities</b>	<ul style="list-style-type: none"><li>• Work with the Chief Executive Officer and other staff members to promote and support the development of TDAS.</li><li>• To adhere to TDAS Code of Conduct at all times.</li><li>• To attend staff meetings when required</li><li>• To work in line with, and follow, the policies and procedures of TDAS.</li><li>• To ensure that all TDAS policies and procedures are implemented and promoted by staff.</li><li>• To actively promote diversity in the organisation.</li><li>• To act as an ambassador for and represent the TDAS at external functions.</li><li>• To represent TDAS on local and regional forums.</li><li>• To build positive relationships and partnerships with key local agencies</li><li>• To embody TDAS's values and act as a role model.</li><li>• To participate actively in the management team, contributing to the strategic development of the organisation.</li><li>• To undertake any other duties as may be deemed consistent with the requirements of the post.</li></ul>

*This post is subject to DBS disclosure scheme*

# Main Duties and Responsibilities

## Administrative Support:

- Manage and organise the daily schedule of the executive team.
- Coordinate meetings, including preparing agendas, taking minutes, and distributing them timely.
- Handle correspondence, including emails and phone calls, on behalf of the executive team.
- Maintain and organise the filing system, ensuring all documents are accurately filed and easily accessible.

## Board of Trustees Support:

- Organise and coordinate Board meetings and sub-committee meetings.
- Prepare and distribute Board meeting documents, including agendas, minutes, and reports.
- Maintain records of Board activities and decisions.

## Contract Management:

- Manage and oversee all contracts with suppliers, partners, and service providers.
- Ensure all contracts are up-to-date, comply with legal requirements, and align with organisational policies.
- Coordinate with relevant departments to ensure contract terms are met.

## Financial Coordination:

- Work closely with the finance team to support budget preparation and financial reporting.
- Assist in processing invoices, expense claims, and financial documentation.
- Maintain accurate financial records and assist with audits as required.

## General Office Management:

- Oversee the day-to-day running of the office, including supplies management and maintenance.
- Implement and maintain office procedures to ensure efficiency and safety.
- Support HR functions, including recruitment, onboarding, and staff training coordination.

## Special Projects:

- Assist in the planning and execution of special projects and events.
- Conduct research and prepare reports as needed.

## Other Duties:

- Act as a point of contact for internal and external stakeholders.
- Represent the organisation at events and meetings as required.
- Undertake any other duties as may be deemed consistent with the requirements of the post.

## Additional Requirements:

- Willingness to work occasional evenings and weekends as required.
- Ability to travel to off-site meetings and events.



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# Person Specification

Essential Experience	How Assessed A = Application I = Interview
(1) Substantial experience in an executive assistant or similar administrative role.	A & I
(2) Proven track record of managing contracts and ensuring compliance.	A & I
(3) Experience in financial coordination and working with finance teams.	A & I
(4) Strong organisational and time-management skills.	I
(5) Excellent written and verbal communication skills.	A & I
(6) Proficiency in using office software (e.g., Microsoft Office Suite).	A
Desirable Experience	
(7) Experience working with a Board of Trustees.	A

You are required to have excellent understanding of:

Essential Understanding	How Assessed A = Application I = Interview
(8) Understanding of the administrative functions within a non-profit or similar organisation.	A & I
(9) Knowledge of contract management principles and best practices.	A & I
(10) Familiarity with financial processes and documentation	A & I
Desirable Understanding	
(11) Understanding of Domestic Abuse	A



# Person Specification

You are required to be able to demonstrate that you have:

Essential Skills	How Assessed A = Application I = Interview
(12) Ability to manage multiple tasks and priorities effectively.	I
(13) Strong interpersonal skills and the ability to work collaboratively with diverse teams.	A & I
(14) High level of discretion and confidentiality	A
(15) Problem-solving skills and the ability to work under pressure.	A & I
(16) Attention to detail and accuracy.	I
Desirable Skills	
(17) Proven ability to manage change in an organisation	I

You are required to be able to demonstrate that you have:

Desirable Qualifications/ Professional Membership	How Assessed A = Application I = Interview
Qualification in business administration or a related field.	A
First Aid Qualification	A



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# Person Specification

You are required to be able to demonstrate you:

Essential Personal Qualities & Competencies	How Assessed A = Application I = Interview
Have values consistent with those of TDAS	A & I
Will act with integrity and respect when interacting with service users, employees, agencies and individuals	I
Are committed to upholding TDAS's policies and procedures	A
A commitment to diversity and working in an anti-discriminatory way	I
Ability to maintain professional boundaries at all times	A



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# How to Apply

To apply for this position it is essential that you have or are working towards the necessary qualifications outlined in the person specification.

**This post is subject to an enhanced DBS.**

Applicants with minimum qualifications and experience will only be considered. Due to the requirements of the role, we are requesting that female only applicants apply. Please do not send CVs, as they will not be processed.

**No agencies please.**

For further information please contact [admin@tdas.org.uk](mailto:admin@tdas.org.uk) Tel: 0161 872 7368

An application form is available to download below



[Application Form](#)

