



The Centre for Reconciliation (TCfR)

Job Title: Executive Assistant to the Executive Director and Office Administration

Location: Lincoln – TCfR office and home-based (hybrid working)

Salary: £27,300 per annum (pro rata for 12 hours per week)

Contract: Fixed term – until the end of May 2027

Hours: 12 hours per week (part-time)

Reports to: Executive Director

Ways of Working

This is a part-time role (12 hours per week) with a flexible hybrid working arrangement. The postholder will normally work two half-days per week at the TCfR office in Lincoln, with the remaining hours worked flexibly from home. TCfR supports flexible working and is happy to agree a pattern that balances organisational and personal needs.

About TCfR

The Centre for Reconciliation (TCfR) is a community-based organisation working with diverse communities, primarily in Lincoln and across Greater Lincolnshire. Our work focuses on promoting understanding, connection, and collaboration among people of different backgrounds, cultures, and faiths.

Internationally, TCfR extends its mission across South Asia — with a particular focus on Sri Lanka — through its subsidiary company, PeaceBridge India Private Limited. Together, we strive to build bridges of reconciliation, inspire mutual respect, and empower individuals and communities to overcome division, isolation, and inequality.

Main Purpose of the Role

The postholder will work closely with the Executive Director, and at times other members of staff, to provide high-quality administrative and organisational support. The role includes diary management, communication handling, and coordination of meetings and events to ensure the smooth and efficient running of TCfR's activities.

Key Responsibilities

- Provide diary and scheduling support for the Executive Director.
- Organise meetings, maintain the events calendar, and send reminders.
- Take notes and prepare accurate minutes for meetings, including the Lincolnshire Faith Council, Taste of Unity Kitchen, and the TCfR Conference.
- Assist with managing emails and, when appropriate, respond on behalf of the Executive Director.
- Maintain regular communication with the Executive Director and other team members.
- Make travel arrangements for the Executive Director and staff when required.



- Work with the Executive Director to prepare and distribute papers, reports, and communications to Board members and staff.
- Build and maintain a strong and professional working relationship with the Executive Director.
- Manage internal and external communications effectively.
- Act as a point of contact between the Executive Director, external organisations, staff, and the Board.
- Handle requests and queries in a professional and confidential manner.
- Prepare and distribute correspondence, reports, presentations, and briefs as required.
- Conduct research and source information as requested.
- Maintain organised filing systems, databases, and accurate records.
- Order refreshments and stationery for meetings and events.
- Handle copying, printing, and scanning of documents as needed.
- Make and receive telephone calls on behalf of the Executive Director and the organisation.
- Provide regular updates to the Executive Director.
- Uphold confidentiality at all times.
- Undertake any other reasonable duties as requested by TCfR management or your line manager.
- Support and promote TCfR's mission, vision, and values in all areas of work.
- A qualification in secretarial work, office administration, or a related discipline is desirable.

Policies and Procedures

You will be required to familiarise yourself with and adhere to all TCfR policies and procedures.

Other Requirements

- Enhanced Disclosure and Barring Service (DBS) clearance for work with children and vulnerable adults.
- You may also be required to obtain BPSS (Baseline Personnel Security Standard) and/or CTC (Counter Terrorism Check) clearance.
- Willingness to undertake relevant training appropriate to the role and organisational needs.



Person Specification

Essential Criteria

- Fluency in your first language (spoken and written).
- Good spoken and written English.
- Proficient in Microsoft Office, including Outlook, Word, and Excel.
- Experience with cloud storage and shared document systems.
- Proven administrative experience.
- Strong organisational skills with the ability to prioritise workload, manage competing demands, and work independently.
- Excellent communication and interpersonal skills with the ability to build trust and positive relationships with colleagues, service users, and partner organisations.
- Proactive, adaptable, and able to work collaboratively as part of a small team.
- Professionalism, discretion, and attention to detail.
- Enthusiasm, commitment, and the ability to remain calm under pressure.
- Understanding of personal and professional boundaries.
- Ability to write formal letters and maintain accurate records to a high standard.

Desirable Criteria

- Experience of working in a multicultural environment.
- Understanding of, and respect for, different faiths and cultural backgrounds.