



When Life Gives You
Sour Lemons,
Make Lemonade.

Company Assistant Job Description

Salary	£22.5k pro rata
Hours	2 days a week (15 hours), flexi working
Contract type	12 months fixed term
Location	Somerset House
Reporting to	Finance & Operations Lead
Start Date	Flexible
Holiday	25 AL days + 8 Bank Holidays (pro-rata 20 days inclusive)
Pension Scheme	3% employee matched by 5% contribution from Sour Lemons
Benefits	Lots! Access to Inclusion and Wellness Staff Budgets, membership benefits from London Youth and Somerset House etc.

About Sour Lemons

Sour Lemons addresses the lack of diverse leadership in the creative and cultural industries.

At the heart of Sour Lemons is the belief that any disadvantage in life can become an advantage. In other words, any sour lemon can become lemonade.

Creative leadership is not reflective of society.

It is massively underrepresented by People of Colour and working-class communities - and we are all missing out.

Our mission is to disrupt decision making tables with high performing leaders from diverse walks of life.

About The Role

We're looking for someone to be the glue to our every day and support Sour Lemons to run flawlessly. This is the person who holds everything together in the background, making sure everyone is where they need to be with the right information and is on top of all things admin. They are cool with getting their hands dirty and loves to help other people to thrive.

The 'WHAT DO YOU NEED' person:

"ok, everyone is flat out this week and we're a person down; it's my time to shine! All rooms are booked and food is ordered, invoices have been paid, the photographer is briefed and Sade is locked in a room writing the newsletter."

This is a new role and we want someone to come in and shape it with the flexibility and mindset to grow with it. We're a small charity growing quickly from a one-woman-band to a team of four so this role is key to supporting us to adjust and make sure that we can be efficient and effective.

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Responsibilities/Accountabilities

PERSONAL ASSISTANCE TO THE FOUNDER & CHIEF EXECUTIVE

Diary and inbox management, scheduling meetings and organising food, attending key events, note taking, arranging travel/accommodation etc.

Example Task:

Sitting down with Sade to go through her priorities and making sure there is enough time to make everything happen. Contact everyone she is meeting to confirm details, plan her travel time and send out the agenda.

ADMIN SUPPORT

Responding to the team's needs, particularly during busy times, to make sure everything is running smoothly. Updating and maintaining admin systems and spreadsheets, owning the Google Drive and making sure files are in the correct place, chasing contracts and invoices, scheduling team events (socials, culture club, creative trips) etc.

Example Task:

Working with the Operations and Finance Lead to make sure the company calendar is up to date and sending diary invites to the team for key moments. Finding the podcast we should all be listening to for our monthly culture club.

FINANCIAL SUPPORT

Making sure we are paying people on time and evidencing how we are spending money. Compiling invoices for the team to sign off, processing receipts and filing expense claims.

Example Task:

Cross-checking the monthly bank statement with the budget and making sure all expenses are accounted for and the correct invoices and receipts are saved and labelled correctly.

GENERAL RESPONSIBILITIES

Living by our ethos, stretching yourself to the best leader you can be and a role model for all staff, Young Leaders and Alumni engaging with Sour Lemons. Picking up ad hoc tasks if and when they come up, within the remit of your role.

Example Task:

Attending a Making LEMONADE Learning Lab and sharing your productivity hacks with the Young Leaders.

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Person Specification

We're looking for someone who:

- Has done this sort of job before (could be an apprenticeship or freelance)
- Is a quick thinker and able to multi-task well
- Thrives under pressure and can manage up (you are going to be bossing us all)
- Is confident talking to anyone and adapting to different spaces
- Is excited by logistics, planning and scheduling (an admin queen/king)
- Loves problem solving and creating systems
- Is competent at Microsoft office / Google Docs

There are three core values that underpin our work:

- 1) GROUNDED: connected to self (open-minded & reflective)
- 2) RADICALLY GENEROUS: connected to others (empathy & perception)
- 3) CREATIVE ACTIVATION: vision and drive (compelling communicator & influencer)

We expect everyone who works at Sour Lemons to role model these capabilities and recognise the importance of sharpening them. We're focused on our mission so you need to feel strongly about increasing diverse leadership and creating inclusive environments for everyone to thrive.

It Goes Without Saying

We are fully committed to diversity and inclusion and want to practice what we preach. If there are some boxes you don't quite tick, please apply anyway. We're interested in the whole person and know that we develop skills both in and outside of work, so we'd love to hear from you if that's the case.

How to Apply

The following must be submitted by 10am on Mon 23rd March 2020.

- 1) A covering letter detailing why you are the best person for this job and your CV
- 2) Links to any work that you are particularly proud of (optional).

Please send applications to katie@sourlemons.co.uk. If you have specific questions about the role, access needs or if you would like to talk before you apply, please don't hesitate to get in touch!

Interviews:

First Interview: Wed 1st April 2020

Second Interview: Tue 7th April 2020

Keep Making Lemonade!

A large, stylized yellow lemon graphic with a textured surface, containing the text "Apply now" in a dark, sans-serif font.

Apply
now