Executive
Job Description

Closing date for applications: 9am Monday 14 July 2025

Salary: £28,000 - £31,000

Start date: Monday 1 September 2025

Duration: Permanent

Working hours: 35 hours per week, Monday – Friday

Location: Hybrid - three days in London

Introduction

The Women's Prize Trust's mission is to enrich society by creating equitable opportunities for women in the world of books and beyond. The charity believes that books by women can change the world, so it opens up pathways into reading and writing for the book lovers and storytellers of tomorrow.

Whether it's the opportunity to work on our annual literary prizes or our flagship writer development programmes; our events series; the Bookshelfie podcast; the merchandise line; campaigning for a cause you believe in, or the prospect of learning from a whole raft of smart women – be they writers, judges, trustees, partners or patrons – that attracts you to this role, there is plenty to inspire and excite at the Women's Prize Trust.

We're looking for a confident communicator and team player with excellent organisational skills and strong attention to detail. You should be comfortable multitasking and managing competing priorities in a fast-paced environment. A passion for books and the publishing industry is essential, along with an audience-focused mindset and a willingness to go the extra mile. You should be eager to learn, take initiative, and contribute ideas.

The role will suit someone with experience in the publishing industry or the wider arts and culture sector. Perhaps you're already working in an Assistant or Executive capacity, or looking to move into the book world or arts charity, with 1-3 years of paid experience.

The Executive will report to the Head of Projects, and work closely with other members of the Executive team.

Key responsibilities

- General office support across the team – coordinating several mailboxes, diary management for Executive Director, setting up meetings, booking travel and couriers, supporting on expenses, helping to process invoices, digital filing, data management, etc
- Customer service – responding to queries, overseeing returns and exchanges, and supporting with stock management, competition fulfillment, etc
- Event support on- and offline – logging RSVPs, attending and organising events, putting look books together for photographers, etc
- Reporting – supporting on evaluations, reviewing survey feedback, monthly analytics, e.g. finance, media, social media, etc
- Project support – online research, proofreading, community engagement, etc
- Prizes support – supporting on submissions and judging process
- Desk research and contributing ideas; staying up-to-date
- Content - supporting on CMS, writing features, feeding into podcast scripts
- Keeping abreast of trends in the publishing industry, cultural sector and women's sector, to feed in ideas and insight into the Exec team's thinking

Who we are looking for

- A 'people person' with great 'customer service' skills, and enjoy problem-solving and engaging with others
- Someone who takes pride in being meticulous and paying close attention to detail
- Strong verbal and written communication skills – someone who is confident yet listens, and can adapt their style for different audiences
- A proactive approach and a can-do attitude – in a small team it is essential that everyone is diligent, supports each other, and is interested in learning new things
- 1-3 years of paid experience in the publishing industry or arts & culture sector

- Someone digitally savvy - experience of the Office and Google suites would be beneficial in order to hit the ground running
- A passionate reader with plenty of enthusiasm for the Women's Prize Trust's mission

Key Competencies

- Able to self-motivate, be resourceful, take initiative and work conscientiously, whilst taking direction and being a team player
- Intuitive communicator
- Attention to detail
- Accustomed to working in a fast-paced and high-pressure environment
- Results-oriented
- Passionately believes in the Women's Prize Trust's mission
- A keen reader and/or writer

Benefits

- Salary: £28,000 - £31,000
- 35-hour working week with flexible working available and the need to attend events in the evenings and weekends
- Role is hybrid with three days per week required in London
- 28 days paid holiday plus bank holidays
- Pension contribution
- Monthly volunteering programme

Application instructions

- Please apply with a cover letter of no more than two pages outlining your suitability for the role and a CV by the deadline of 9am Monday 14 July 2025 via LinkedIn here. Only successful candidates will be contacted.
- Upload your CV and cover letter as one document (applications without a tailored cover letter will not be considered).
- Once submitted, you can no longer amend your application, so proof-read carefully.

Interviews will take place on Tuesday 29th and Wednesday 30th July, with second interviews w/c 11th August. The role will begin in September 2025.

The Women's Prize Trust is committed to diversity and to providing equal opportunities for all. WPT is especially interested to hear from candidates from backgrounds and communities that are under-represented in publishing and the arts sector, including candidates from black and minority ethnic backgrounds, and living with a disability.

We are willing to make any reasonable adjustments throughout the recruitment process. Please email jobs@womensprize.com with any queries or requirements for alternative application formats (e.g. video or audio) if this is a more accessible option for you