



Widgit

Executive Assistant – Candidate Information Pack

Welcome From Our CEO



A very warm welcome to Widgit! I'm delighted you've considered joining our team, and hope you'll enjoy learning more about this exciting role, our organisation, and our hopes and dreams for the future.

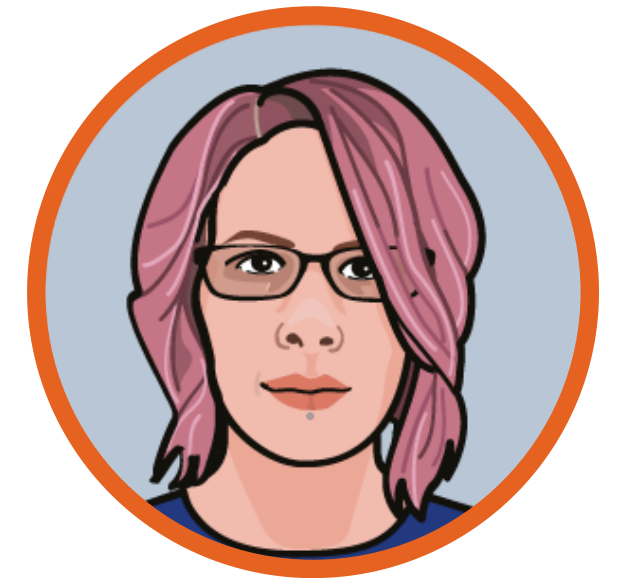
Widgit Symbols were created with one goal in mind: to help people of all ages and abilities understand and feel understood. We stand by this belief today and are committed to doing business for good. As a company from humble beginnings, we want to grow in a way that aligns with our passion for people and the planet – having just submitted our business for B Corp certification.

As we continue on our growth trajectory following the pandemic, we proudly maintain our reputation as pioneering providers of symbol language and symbol technologies. From our desktop InPrint software to Widgit Online, our transition from traditional to Software as a Service (SaaS) signals a pivotal moment for the business. As such, we're looking for skilled individuals to support us on this journey. For this role, we will require a passionate communications expert with strategic writing skills, outstanding organisation, and impeccable attention to detail to support the day-to-day operations of the Executive Team.

From our audience to our staff through to our board, inclusivity is at the heart of Widgit and what we offer. We celebrate what makes our colleagues and customers unique, while fostering an environment of compassion and kindness. With this in mind, we are keen to hear from individuals of all backgrounds when it comes to growing our team.

Thank you for expressing an interest in working for Widgit, and I wish you all the best with your application.

Kind regards,
Cate Rae, CEO



Cate Rae
CEO

Table of Contents

About Us	4
• About Widgit	5
• Who We Help	6
• Where We Are Now	7
• Our Vision	8
• Our Mission	9
• Our Ethos	10
• Our Values	11
• Our Commitment to Equality, Diversity and Inclusion	12
About You	14
• Job Purpose	15
• Main Duties	16
• Person Specification	18
Benefits	20
Location	21
Culture Club	22
Charities	23
How to Apply	24





About Us

What we do, our mission and values



About Widgit



Founded in 1981 and incorporated in 1984, Widgit has been making educational software for 40 years, and we are the longest established Special Educational Needs (SEN) software company in the UK.

Today, Widgit's symbols and software titles are used to support people around the world and help them realise their full potential, no matter what their age, ability or background.



[Find out more >](#)





Who We Help



Symbol support is a helpful bridge from the known (pictures/objects) to the unknown (printed word). People who use and are supported by symbols include:

- Children and adults with a learning impairment or communication challenge (for example, autism, Down's Syndrome, dyslexia or dementia);
- Children beginning to read or who struggle with text;
- People for whom English is an additional language;
- Individuals with speech and language difficulties;
- People in emergency situations or those who are critically ill;
- Disadvantaged people (for example, those who have fallen out of the education system before achieving functional literacy levels);
- Visitors from a foreign country or those learning a foreign language.

Where We Are Now



Widgit is approaching 50 employees and is in a scale-up phase, undertaking projects such as integrating a new CRM system and developing an amazing Employee Value Proposition, underpinned by culture. The business has experienced continuous growth (both UK and internationally) in previous years and is experiencing the related organisational/leadership and cultural opportunities and challenges.

You will have the opportunity to contribute to Widgit's transition towards realising that goal, fostering a culture that prioritises social and environmental responsibility alongside financial performance.

If you are passionate about technology for good, and being part of a business that prioritises an inclusive and supported workforce, we invite you to join our team and make a positive difference to the lives of people around the world.

Our Vision



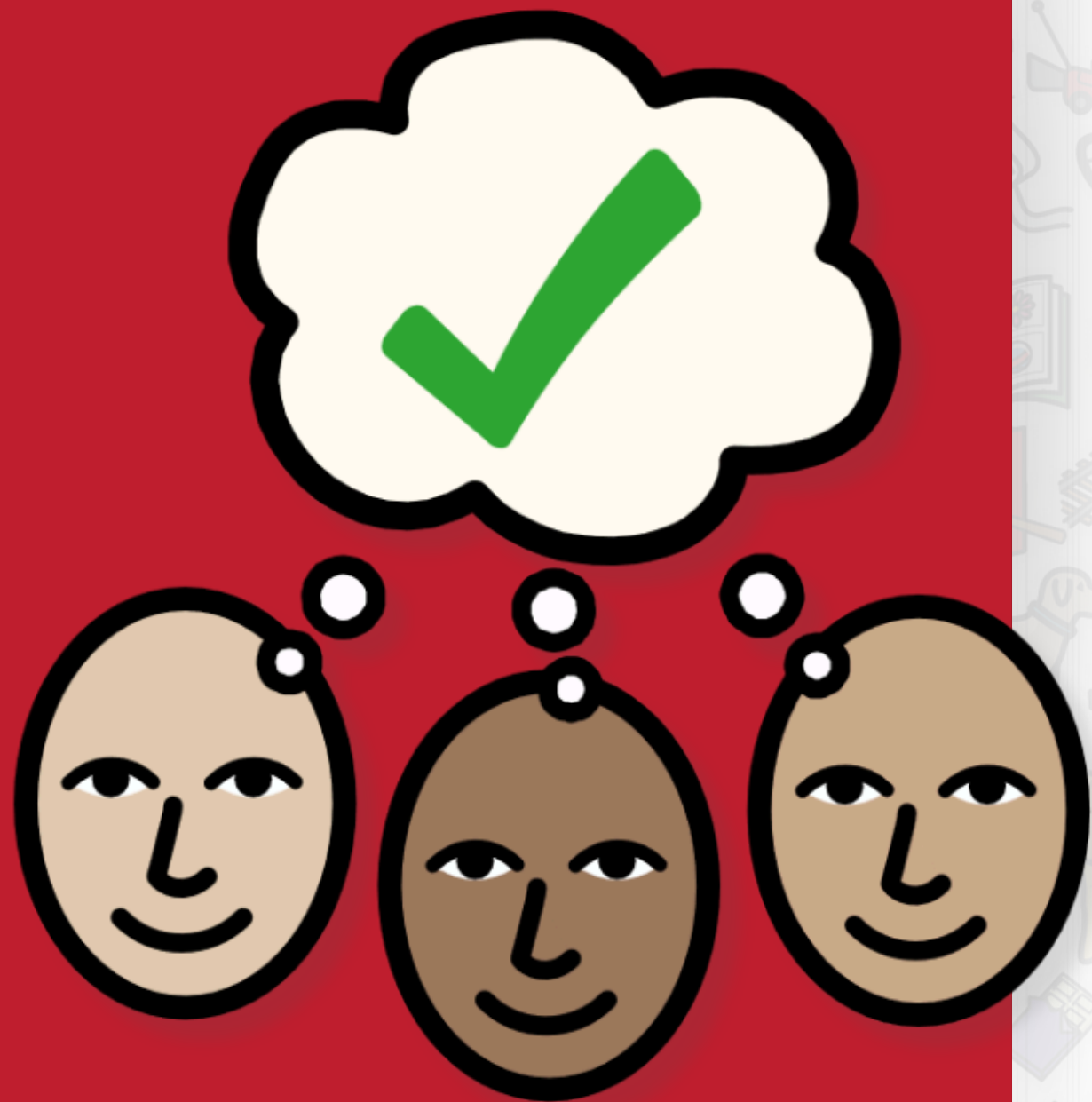
That everybody, no matter what their age and abilities, can communicate and understand.

The ability to communicate and understand is a huge part of being human.

Most people take these abilities for granted: it's a privilege that seamlessly integrates them into society.

For those who can't, it's a daunting and isolating experience, creating barriers leading to fear, frustration and unhappiness.

Our Mission



We are Widgit and symbols are our world.

We believe in the power of symbols to support communication and understanding.

Our unique combination of software and symbols empowers practitioners to support the diverse needs of symbol users of all ages.

From our inspirational community to this planet we call home, we care deeply about people, the environment and our place within it.

When it comes to unlocking potential, we believe symbols have a positive impact and help to ensure no one feels left behind.

Our Ethos

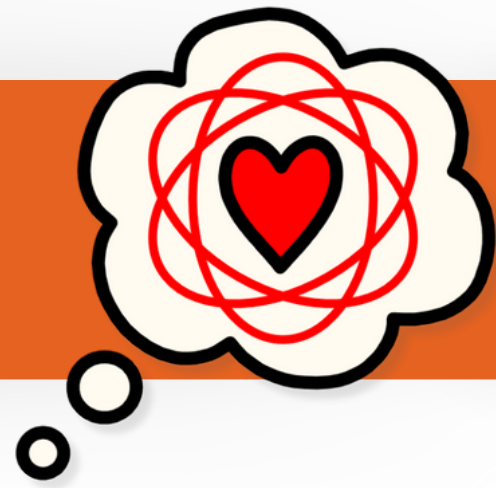


To be a progressive business that promotes inclusivity and staff wellbeing, environmental sustainability, and community support, showcasing the positive impact a business can have on the world.

Business can – and should – be a force for good in the world.

Being a business for good is not at odds with being successful.
It's a core part.

Our Values



Our values of **integrity**, **kindness** and **quality** are key to our identity at Widgit and express succinctly *how* we go about doing what we do.



Integrity

Keeping our promises and communicating openly and honestly.



Kindness

Drives us to treat our customers, staff, and partners with compassion, positivity, and support.



Quality

Is the thread that runs through everything we do, from the care in crafting our symbols to the excellence in our software products and resources.

Our Commitment to Equality, Diversity and Inclusion

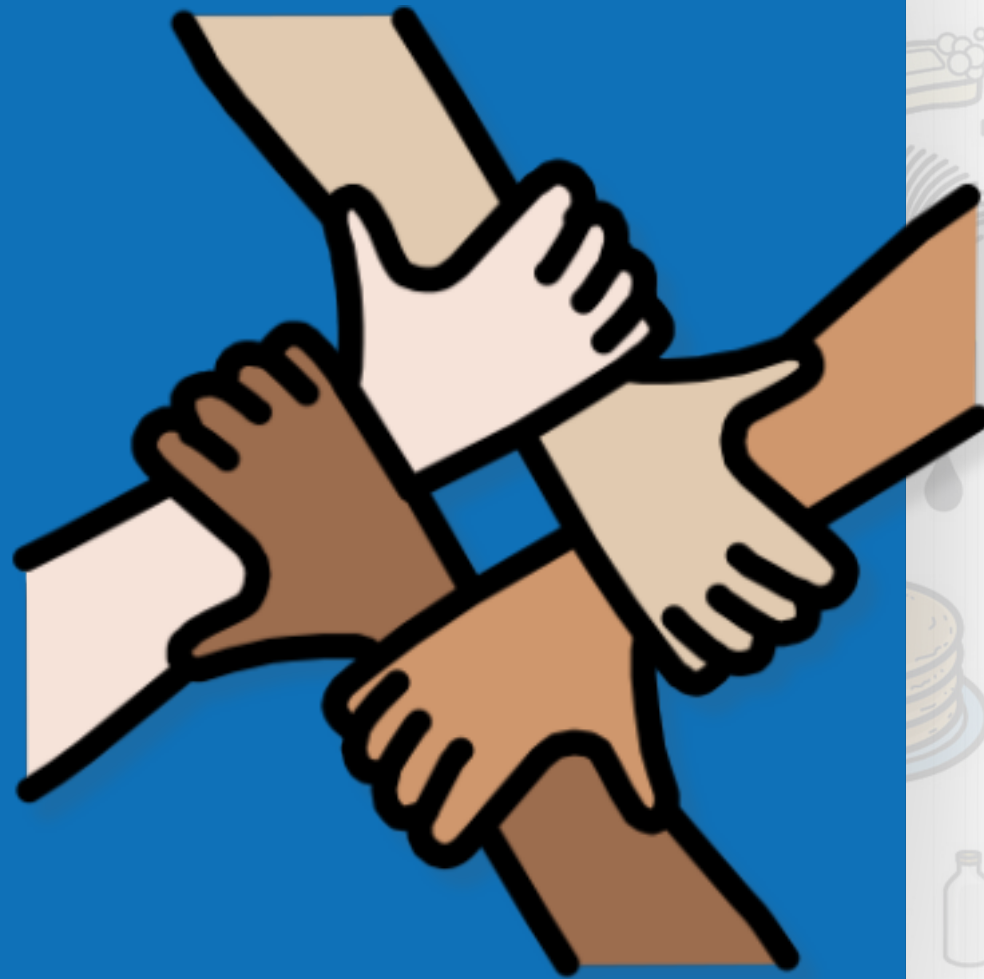


Diversity, equity, and inclusion are fundamental to who we are at Widgit. We're proud to foster a culture that embraces all walks of life, inclusive of the LGBTQIA+ community – with staff joining us from university through to retirement age.

From embracing disability and neurodiversity to championing female voices within our leadership team, we're mindful of diversity when seeking new talent – ensuring everyone feels empowered to reach their full potential.



Our Commitment to Equality, Diversity and Inclusion



We are committed to increasing diversity and inclusion within our team. We therefore welcome applications from anyone regardless of disability, ethnicity, heritage, gender, sexuality, religion, socio-economic background or other difference.

We are committed to inclusive working practices, and during the application process we commit to:

- Paying for care and childcare whilst you're attending an interview
- Paying for your travel costs to the office and back for interviews if they are held in person
- Making any reasonable adjustments – for example ensuring we have sign language interpreters organised in advance if you'd like them
- Providing this document in a Word or plain text format for accessibility reasons
- Offering a first-stage interview to disabled applicants who meet the minimum criteria for the role

If there is anything we can do to improve or make your interview experience more comfortable, please let us know. We will always do our utmost to accommodate any reasonable adjustments / requirements.



About You

About the role, responsibilities and experience



Job Purpose



The Executive Assistant will be vital to Widgit as we continue to grow. In this trusted role, the Executive Assistant will have honed strategic writing skills. The primary areas of focus for the Executive Assistant will be in supporting the Executive Team comprising the CEO, CGO, and where required the CTO, as the business strives to achieve its goals whilst planning for the next 3-5 years.

The ideal candidate will have strong emotional intelligence and communication skills, outstanding organisational skills, and impeccable attention to detail. This pivotal role requires a proactive individual who can anticipate the needs of the Executive, uphold the highest level of confidentiality, and facilitate seamless communication.

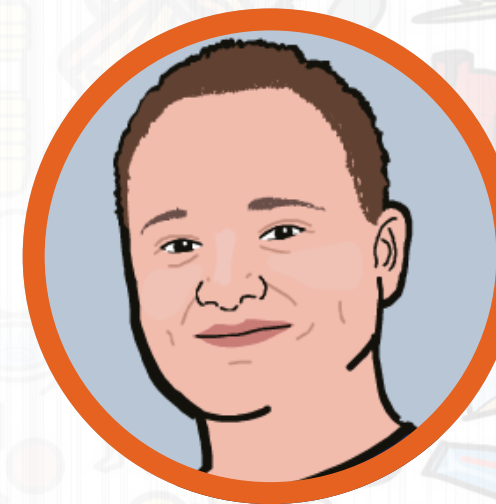
Terms: 'Executive Team' is used as reference to either the CEO, CGO, or CTO, as the role holder will deliver support across the group.



Cate Rae
CEO



Jonathan Sullivan
CGO



Ben Stevenson
CTO

Main Duties



Executive and project workflow

Overseeing the Executive Team's administrative workflow, this role involves the meticulous tracking of deadlines, priorities, and deliverables to ensure optimal productivity and time management – from internal communications to event logistics.

Focus and documentation

Focused on the delivery of effective meetings, you'll thrive at managing agendas, materials, and minutes for the Executive Team, while also supporting strategic discussions, development documentation, and Board/AGM meeting logistics.

Executive diary management

Acting as a gatekeeper of time, this role requires effective management of the Executive Team's diaries to maximise effectiveness – from optimising schedules to facilitating required communications across the leadership team with Heads of Department.



Main Duties



Inbox management

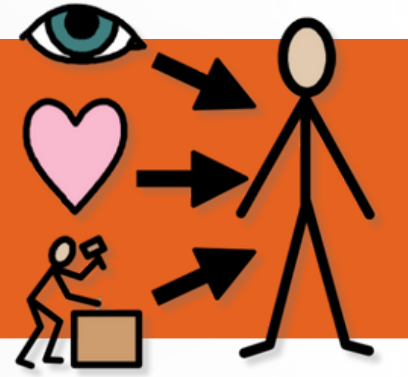
This role manages the CEO's inboxes, maintaining an effective and efficient folder structure, including prioritising emails, liaising with relevant Widgit and client teams, and drafting, reviewing, and sending communications, ensuring timely responses.

Research and collaboration

As writing facilitator, you'll conduct research, gather insights, and support the creation of thought leadership pieces and business documentation in collaboration with the CEO, helping to shape ideas into compelling and meaningful text.



Person Specification and Desired Experience



Essential Skills and Knowledge:

- **Writing aptitude:** Impeccable command of the English language, both written and spoken, with the ability to write to a high standard (fluency, accuracy, correct messaging).
- **Software proficiency:** Highly competent in Microsoft Office software, with experience in other tools and applications. Skills in template creation and document manipulation are advantageous.
- **Brand compliance:** Adherence to brand guidelines and documentation structures, including proper numbering, is essential.
- **Organisational skills:** Strong planning and organisational skills, with the ability to adapt and respond to the unexpected while simultaneously managing tasks and priorities.
- **Confidentiality:** Demonstrated ability to maintain confidentiality and handle sensitive information with discretion and professionalism.
- **Professionalism:** A confident, proactive, self-motivated, and organised approach.

Person Specification and Desired Experience



- **Proactive approach:** Self-motivated and proactive, with a demonstrated ability to anticipate needs, exercise good judgment, and take initiative.
- **Workflow management:** Ability to structure own time and create a transparent approach to workflow management.
- **Problem solving:** A problem-solving/solution-oriented mindset.
- **Attention to detail:** A good eye for detail and a commitment to high-quality outcomes.
- **Time management:** Effective time management skills.
- **Personal attributes:** Reliable, responsive, discreet, confidential, and diplomatic.

Benefits



At Widgit, we believe in fostering a work environment that supports and empowers our staff. Our benefits package is designed to promote wellbeing, professional development, and a healthy work-life balance. From competitive salaries and healthcare options to unique perks and development opportunities, discover just some of what's on offer...



Basic salary

- To be discussed



Financial

- Company bonus scheme
- Cost of living boosted / benchmarked pay
- Independent financial advisor provision
- Group life assurance (4x salary on death)
- Enhanced Maternity / Paternity Pay



Time off

- 25 days' holiday plus bank holidays (33 in total)
- Option to buy / sell up to 5 days of holiday
- Free day off for moving home



Health

- Bupa Bluea Health Service (GP) on 'Medical History Disregarded' basis / Bupa Dental
- Access to Mental Health First Aiders & emergency First Aiders
- Free eye tests
- £175 towards VDU (workstation) glasses
- Free flu vaccination vouchers



Working environment and culture

- Flexible working
- Home office set-up, including chairs, monitors, etc.
- Company socials and events organised by our Culture Club



Development

- Job-related training and development

Location



Widgit's offices are based in Warwick. Most of our staff are hybrid workers, so as such, many of the desks are hot desks. With our team having grown significantly in recent years, we are also excited to expand Widgit HQ further to a second floor, with an innovative new workspace opening in 2025.

In today's modern world, we recognise that individual needs and circumstances vary, and we strive to create a supportive environment where everyone may achieve their full potential. By embracing a flexible approach to working hours and leave, we empower staff members to balance their work and personal commitments effectively.



Culture Club



From mindfulness days to bake sales and beyond (and not forgetting our summer and winter parties), the Widgit Culture Club helps to ensure all staff members have the opportunity to socialise with their fellow Widgiteers – both inside and outside the office.



Charities



We're proud to give back to the communities that shape who we are today, ensuring at least one penny of every pound of profits goes to good causes.

From donating to our local food bank to volunteering our time at a local special needs school, discover the full list of charities we've supported below.



Spreading Festive Cheer to Families in Need →



Widgit Volunteer Day at Evergreen School, Warwick →



Widgit Wilding: Planting Trees for a Greener Future →



Supporting Our Local Food Bank →

See all charities



How To Apply



If you wish to apply for this position, please supply the following to jobs@widgit.com by **28/02/2025 at 3:00 PM.**

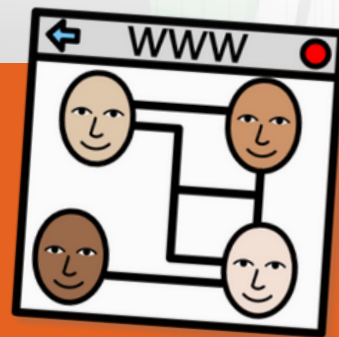
A detailed CV, setting out your career history, with responsibilities and achievements

A cover letter (maximum two sides of A4) highlighting your suitability for the role for which you're applying and how you meet the person specification, including your current and expected basic salary. Please note that the cover letter is an important part of your application and will be assessed.

If you have further questions after reading this pack, please email jobs@widgit.com.



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www.widgit.com

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