



SOLVING THE PROBLEM OF FOOD WASTE

OLIO is the world's only neighbour-to-neighbour food sharing app, and our mission is to solve the problem of food waste in the home & local community, at scale. We do this by connecting anyone with spare food – which can be households or food businesses – with neighbours living nearby who would like it. Globally, over one third of all the food we produce gets thrown away, which is worth over \$1 trillion; and in a country like the UK half of all food waste takes place in the home. OLIO solves this problem with our award-winning mobile & web app.

Over the past 6 years OLIO has grown from a local initiative in North London to a global movement. We now have 5 million users who have given away 32 million portions of food, in 59 countries. OLIOers have also given away 3 million household items in our non-food section; and the new 'MADE' section in the app which connects neighbours to sell home-made food and hand-made crafts, is growing extremely fast.

Underpinning OLIO's incredible growth has been our volunteer programme, with over 70,000 people reaching out to spread the word about OLIO in their local community. We also work with over 4,500 business locations across the UK via our [Food Waste Heroes Programme](#) to enable them to have zero food waste locations.

We have a bold ambition to have 1 billion OLIOers by 2030, given that reducing food waste has been identified by Project Drawdown as the #1 most important thing humanity can do to mitigate the worst effects of the climate crisis. Our work has been widely recognised, most notably by the United Nations who highlighted OLIO as a "beacon" for the world, and by Vivatch who awarded OLIO "Next European Unicorn".

JOIN OUR TEAM!

To help take OLIO to our next level in growth and impact, we're recruiting for an Executive Assistant for a 6 month, part time (2 day a week) contract to ensure our co-founders can focus on strategy and project management. The Executive Assistant will report into Tessa Clarke, Co-Founder and CEO and Saasha Celestial-One, Co-Founder and COO.

Over the next 2.5 years, we will be growing OLIO

- Team from 60 to 150+
- Revenue from £2.5m ARR to £20m+ ARR
- Community from 5 million members to 25+ million, and 5+ million listings per month
- From a presence in a small handful of markets to a dozen international markets

In this role you will be responsible for:

- Assisting the CEO and COO in all administrative and organisational matters including:
 - Diary management
 - Reimbursement of expenses
 - Sorting and responding to incoming email
 - Facilitating at social events
 - Follow-up on important deadlines
 - Anticipate the needs of executives
 - Stay current with company strategy
 - Anything else within this remit

This is an incredibly exciting time to join OLIO and help us unlock our full potential! OLIO is a remote-first company with an incredibly strong culture and was last year listed as a top 5 place to work by [Escape The City](#). We live for our mission, but like to have fun along the way!

IS THIS YOU?

Our ideal candidate will first and foremost be as passionate about our mission as we are! In addition to this, you will have the following attributes:

- Minimum 5 years of experience managing global senior level executives
- Proficient with communication and collaboration software used within a virtual and digital environment
- A strong understanding of the culture and challenges of a start-up
- Excellent communication and interpersonal skills
- Proactive and creative nature - able to use initiative and work without detailed direction
- Strong work ethic and desire to help others
- Highly resourceful and adaptable team-player, with a collaborative approach.
- Detail-oriented with excellent time management and organisational skills
- High level of integrity and discretion in handling confidential information

All OLIO team members share these attributes:

- Mission obsessed
- Self-starters with a 'can-do' attitude
- Resourceful and creative
- Thorough, but able to move quickly and decisively
- A ruthless ability to prioritise
- Excellent communication skills
- Diverse (18 nationalities, 21% LGBTQT+, early 20s to 45+)
- Fun to work with ☺

HOW TO APPLY

Please complete this [application form](#) by Sunday 23rd January 2022. We won't be responding to applications until after this date - and please, no agencies!

The interview process will be formed of 3 stages:

- 30 minute culture call with People & Culture Director
- 60 minute presentation with CEO and COO