



Job Title: Executive Assistant (EA)

Reporting to: Chief Executive Officer

Department: CEO's Office

Job Type: Temporary, 9 month maternity leave cover.

Hours: 25 hours per week initially, with the possibility of hours increasing

Salary: £20,000 – £22,500 (pro rata) depending on experience; plus pension contributions and an annual pay rise due from April 2018.

Location: ARUK's office in Southall, West London with some flexibility for home work

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Purpose of Job:

To run an efficient and effective Chief Executive's office, and provide executive-level assistance to the CEO to maximise the effective use of his time in leading and managing the organisation internally and in representing the organisation externally.

Key responsibilities:

- **CEO and organisational diary and meeting management:**
 - Managing CEO's calendar, scheduling meeting and dealing with enquiries
 - Scheduling and assisting of preparation of agendas for regular meetings
 - Minute taking for selected meetings

- **CEO communications management:**
 - Receiving and processing correspondence for the CEO, including emails, post and phone calls
 - Conducting some internal and external communication in representation of, and on behalf of, the CEO (by email, phone, face to face, by skype)

- Potentially, assisting with CEO's social media output, in close coordination with Marketing Manager.
- **Supporting the CEO in key external facing work:**
 - Organising travel and accommodation in relation to external work
 - Assisting with other inputs for speaker events: preparing appropriate materials, presentation etc.
 - Supporting rapid follow-up of new CEO contacts and commitments
- **CEO's office and wider office effectiveness:**
 - Developing effective administration and communication systems for the CEO's office, facilitating communication up between the CEO, staff and external contacts
 - Support the financial administration of the CEO including processing expenses and invoices, monitoring expenditure against budget etc.
 - Contributing to front of house service provision (e.g. taking a turn on reception, helping with mailing etc.) as required.
 - Contributing to special projects as required by the CEO (e.g. organising fundraising events)

Person specification:

Essential requirements

- Educated to degree level or equivalent experience in administration
- An interest in environmental issues and/or organisational effectiveness
- A practicing Christian: A Rocha is a non-denominational Christian charity with a deep commitment to our faith, community and cross-cultural collaboration. This requires all staff to be willing to and able to participate fully in the spiritual life of the organisation, including regular collective prayer and reflection, annual staff residential retreat etc.
- Able to thrive in a busy office with multiple on-going tasks
- Total discretion and ability to handle confidential material well

Key competencies & skills

- Highly organised, able to meet deadlines and prioritise the workload
- Excellent organisational / multi-tasking skills, aware of the big picture and strong on getting the detail right.
- Excellent written and verbal communication skills
- IT proficiency in standard office packages (Word, Excel, Powerpoint) and communication applications
- Able to work on own initiative and as part of a team
- Enjoy working in a diverse team environment with a combination of office based and remote staff, and volunteers
- With experience in one or more of the following, or demonstrable ability to learn fast:
 - PA or EA to senior executive
 - Office administration
 - Secretarial duties