

## EXECUTIVE ASSISTANT TO CHIEF PARTNERSHIPS OFFICER

<b>Duration:</b>	Permanent
<b>Salary:</b>	circa £38,000 per annum
<b>Job Level:</b>	Level 4
<b>Hours:</b>	35 hours per week. Alternative flexible arrangements will be considered.
<b>Disclosure Level:</b>	Basic. This role involves no direct or indirect work with children
<b>Reports to:</b>	Chief Partnerships Officer and Executive Assistant to Chief Executive
<b>Location:</b>	Working from home and at 1 Westfield Avenue, London E20 1HZ

At the UK Committee for UNICEF (UNICEF UK), we pull together to achieve the best possible results for children in danger around the world. We believe in an inclusive workplace and in the power of fulfilled colleagues who share the same values and goals, enjoy their work and are motivated to do their utmost for children.

Our work is guided by the UN Convention of the Rights of the Child (UNCRC) and the Sustainable Development Goals (SDGs), which recognise the universality of children's rights.

### ABOUT THE ROLE

Executive Assistants proactively, effectively, and efficiently manage the provision of support services to members of the Executive Team. This includes full administrative responsibilities, project support and coordination on critical cross organisational workstreams that support the strategic goals of UNICEF UK. This role will support the Chief Partnerships Officer in working to deliver the UNICEF UK strategy.

### ABOUT THE TEAM

The Chief Partnerships Officer oversees the Philanthropy, Partnerships, Scotland and Programme Intelligence teams, collaborating with the Innovation team to raise high value income for children in the UK and worldwide.

### Position in Organisation

The Partnerships & Philanthropy directorate has an overarching view of the organisation and shares responsibility for many key relationships, playing a vital leadership role in driving forward UNICEF UK's mission and income.

### Purpose of Post

- To work as the extension of the Chief Partnerships Officer; to manage proactively, effectively and efficiently the provision of a full and comprehensive Executive Assistant service to the Chief Partnerships Officer. This includes full administrative responsibilities, secretarial support and ad hoc project coordination.
- To work collaboratively with the other Executive Assistants to provide an overall support service to the Executive team when needed.

### Responsibilities

- Maintain the Chief Partnerships Officer's diary, taking a strategic and cross-organisational perspective to ensure that her schedule and interactions are managed and prioritised in that context.
- Manage the Chief Partnerships Officer's email, post and telephone correspondence; dealing with highly confidential and sensitive information – directing, logging and responding as necessary.
- Ensure documents and briefings are arranged and available in advance and to prepare presentations for the Chief Partnerships Officer in collaboration with other EAs or P&P Directors.
- Co-ordinate meetings and occasional events as necessary, taking care of logistics, preparing agendas, taking actions and ensuring actions are followed up.
- Assist the Chief Partnerships Officer in her day-to-day activities, including providing support to the coordination of relevant cross-organisational activities.
- Organise travel and hotel arrangements for programme travel, conferences etc.
- Maintain and manage the Chief Partnerships Officer's filing system and update records as required.
- Perform any other appropriate tasks or duties as required.

#### **Finance and Administration**

- Monitor and update the Chief Partnerships Officer's budget, maintaining records on invoicing and expenditure.
- Maintain holiday, sickness and other absence records in People Space

#### **Wider Executive Team**

- Support the other EAs as required, particularly during holiday periods or unplanned periods of absence.
- Maintain oversight of Executive Team schedules and keep the Exec Tracker updated.
- Be responsible for internal communications on behalf of the Chief Partnerships Officer

#### **General**

- Keep an up-to-date knowledge of UNICEF's strategic direction, campaigns and policies.
- Embody the principles of Common Approach, our ways of working.
- Build, maintain and manage excellent relationships with key internal and external stakeholders across UNICEF UK and the international organisation.

- Be open to using digital media and tools where they can help UNICEF achieve better results for children.

## **BEHAVIOURS, EXPERIENCE AND SKILLS**

This section details the skills, behaviours and experience required for the role. All criteria in the Person Specification are essential.

### **Effective Behaviours**

#### Drive

- Set high but realistic standards and take pride in producing quality work.

#### Positive Relationships

- Nurture professional relationships with colleagues at all levels. Understand the wider organisation and work collaboratively with all stakeholders, respecting confidentiality of sensitive information.

#### Efficiency and effectiveness

- Demonstrate patience and perseverance during setbacks and challenges, remaining positive and recovering quickly.
- Respond flexibly to unforeseen events such as emergency responses to ensure that effectiveness is not compromised.
- Evaluate work, learn from results and adjust strategies to provide the best results for children

#### Communication

- Listen, interpret, and relay key messages clearly, accurately and with impact. Display tact and diplomacy at all times.

#### Teamwork and cooperation

- Work collaboratively with all stakeholders. Draw connections and encourage cross-organisational working.

#### Results Focused

- Prioritise and sustain focus on work that will have the greatest impact on agreed aims.

#### Taking Responsibility

- Be accountable for delivery, work flexibly with changing priorities and produces high quality work. Use own initiative on day-to-day basis.

### **Relevant Experience**

- Providing high level support at Executive level to enable efficient, effective and timely delivery across a breadth of responsibilities
- Organised, successful, efficient management of complex diaries
- Successfully planning and coordinating major meetings/events
- Effectively supporting, driving and monitoring complex, multi-stakeholder cross organisation programmes of work.

### **Specific knowledge and skills**

- Makes decisions with agreed parameters and is accountable for own actions and deals confidently with routine matters on behalf of a senior leader, using initiative and tact as required.
- Able to provide values led, constructive support and challenge to the Chief Partnerships Officer in relationship to performance, delivery and leadership, reflecting on impact of leadership and communication in both internal and external settings.
- Applies understanding of organisational context and information to enhance effectiveness of role.