

EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE

Duration:	Permanent
Salary:	£38,700 per annum
Job Level:	Level 4
Hours:	35 hours per week. Part time and other flexible working arrangements will be considered.
Disclosure Level:	Basic. This role involves no direct or indirect work with children.
Reports to:	Head of the Chief Executive's Office
Location:	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 TEAM

The Chief Executive's Office at the UK Committee for UNICEF (UNICEF UK) has an overarching view of the organisation. It has responsibility for many key relationships and plays a vital role in coordinating and driving UNICEF UK's vision and organisational strategy via close cross-organisational working.

ABOUT THE ROLE

This role proactively supports the Chief Executive Office, effectively and efficiently managing administrative support which includes provisions to the Chief Executive, Head of the Chief Executive Office and Governance Manager. This includes full administrative responsibilities and secretarial support for responsibilities led by the Chief Executive Office.

What we will expect you to achieve

- Support the Chief Executive Office by delivering a full spectrum of administration and secretarial responsibilities, driving efficient ways of working, and supporting the management of the directorate.
- Act as the central point of contact and manage the arrangements for a range of internal and external senior meetings. Proactively coordinate, organise and administer these meetings, including preparing agenda and papers, seeking relevant content, arranging any travel, following up and coordinating actions from meetings, taking minutes where appropriate, and ensuring they are prepared and distributed in a timely manner.
- Process invoices and ensure department expenditure is in order before submitting for approval.
- Support with the management of the Chief Executive's incoming mail, e-mail correspondence and calls; dealing with highly confidential and sensitive information and documentation appropriately – directing, logging, forwarding, prioritising, and responding as necessary. In the Chief Executive's absence, assessing priorities and redirecting calls, enquiries and requests as necessary.

- Support the Chief Executive to source or author briefing papers in advance of any such engagement and communicate outcomes and actions to the relevant teams.
- Support on coordinating Executive Team meetings, ensuring that they are aligned with the organisation's strategic goals and adapting as necessary to meet these. Produce minutes and designate actions, as well as following up on those assigned to the Chief Executive. Maintain the highest level of confidentiality and discretion.
- Support the Chief Executive's internal and external communications, proof reading or preparing speeches, presentations, papers and draft emails.
- Support the Chief Executive and Chief Executive's Office to effectively prioritise requests from across the organisation.
- Support the Governance Manager on the full cycle of business for all Board and Committee meetings including preparing the agenda, coordinating packs of papers, practical arrangements (catering, AV, room bookings) and following up on agreed actions with internal stakeholders.
- Provide administrative support when needed to the Board of Trustees.
- Demonstrate and model a commitment to our shared values, behaviours and inclusive practices (known as [Our Shared Commitment](#)) in all aspects of your work.

BEHAVIOURS, EXPERIENCE AND SKILLS

This section contains the essential behaviours, experience, knowledge and skills needed in order to be effective and successful in this role. All criteria in this section are essential.

Effective Behaviours

Supporter driven and mission aligned

- Is committed to children and their rights and motivated to work towards achieving a world that is fit for every child.

Resilience

- Remains positive and quickly recovers from setbacks, keeping problems in perspective.
- Takes a solution focused approach to problem solving to succeed in difficult circumstances.

Positive relationships and communication

- Excellent interpersonal skills with the ability to listen, interpret and relay key messages accurately and chooses an appropriate format. Demonstrates a high standard of communication orally and in writing.
- Nurtures professional relationships with colleagues at all levels and with external contacts and partners inspiring trust and confidence.

Efficiency and effectiveness

- Sets high but realistic standards, taking pride in producing quality work. Manages conflicting priorities effectively, to ensure that objectives are achieved and deadlines met.
- Systematically supports and plans projects (including complex, multi-stakeholder projects) to maximise performance and cost-effectiveness.
- Anticipates risks and puts plans in place to minimise their impact.

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 Executive in relation 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 interpret and prioritise on behalf of business leader critical work and action.