



JOB DESCRIPTION

Position:	Executive Assistant to Directors
Reports to:	Executive Assistant and Board Liaison
Location:	London, UK
Salary:	circa £26,000 per annum
Grade:	7
Contract:	Permanent
Hours:	Full time. (37.5 hours / week)

BACKGROUND

Over the past 80 years, the International Rescue Committee (IRC) has developed unparalleled expertise in responding to emergencies and helping uprooted communities to rebuild. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster.

The International Rescue Committee UK is part of the IRC global network, which has its headquarters in New York and London. The IRC is on the ground in some 40 countries, providing emergency relief, relocating refugees and rebuilding lives in the wake of disaster. Through 28 regional offices in cities across the United States, the IRC also helps refugees resettle in the US and become self-sufficient.

The IRC is committed to a culture of bold leadership, innovation in all aspects of our work, creative partnerships and, most crucially, accountability to those we serve. The IRC is a tireless advocate for the most vulnerable.

IRC-UK

Our European headquarters, IRC-UK, were established in London in 1997 to support the organisation's global activities and particularly to diversify its donor base, and be able to better advocate with European policy-makers on behalf of the people we serve. Since its establishment, IRC-UK has grown rapidly and is now acknowledged for its high quality project management, technical expertise in governance and rights and economic recovery, and innovative thinking on early recovery and gender based violence. The IRC also has offices in Brussels, Berlin, Geneva and programme offices elsewhere in Europe.

IRC-UK comprises approximately 90 staff across five departments.

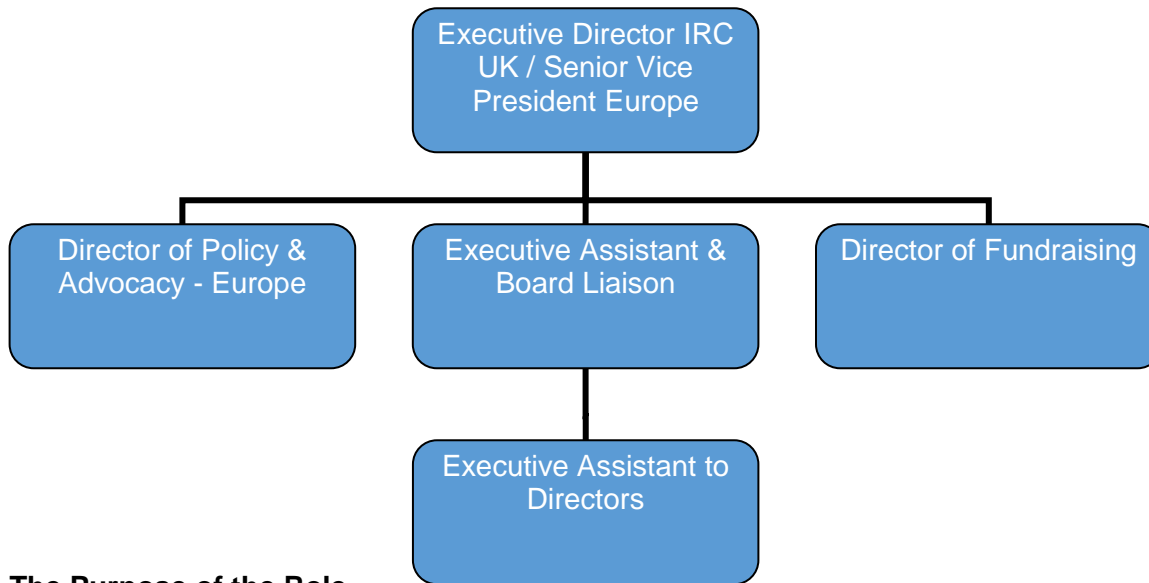
The Europe Policy & Advocacy Team

The Policy and Advocacy team is based across London and Brussels, and works in priority countries in Europe to deliver IRC's vision of thought leadership, as well as closely with policy and advocacy colleagues in the USA, Middle East and elsewhere.

The Fundraising Team

IRC-UK's fundraising capability has grown significantly over the past 3 years. There are ambitious plans to increase this significantly as part of an exciting global revenue generation strategy in development.

Team Chart



The Purpose of the Role

To provide a high standard of executive and personal assistance to the Director of Fundraising and the Director of Policy and Advocacy – Europe.

The role will be varied and will suit somebody good at multi-tasking and combining an eye for detail with interest in supporting the both senior leaders in developing the ‘bigger picture’. The right candidate will be efficient, diplomatic and have the inter-personal skills to deal with senior staff and trustees.

Key Working Relationships

Relationships

- Internal: All staff in the UK office; visitors from other IRC offices, especially senior staff at VP, Country and Regional Director Level.
- External: Private Sector and European and UK government donors, senior government officials, leaders in other NGOs and other external contacts.

KEY ACCOUNTABILITIES

1) Support to the Director of Fundraising (40%)

- Manage the Director’s diary and arrange their daily schedule.
- Be responsible for the Director’s local and international travel arrangements, and prepare detailed travel itineraries; to include visa applications when necessary.
- Coordinate and collate pre-meeting briefings and ensure suitable branded material is prepared for meetings.
- Format documents for internal and external communications: memos, emails, presentations and reports.
- Plan meeting agendas, to including compiling and sending papers, taking minutes, and ensure follow-up of action items.
- Monitor Director’s inbox and flag correspondence that requires immediate attention, and work with the Head of Philanthropy & Partnerships to ensure timely responses to come from the Director.

- Handle all logistic arrangements for meetings, events and workshops: source and book the venue, arrange the IT facilities and refreshments/lunches.
- Screen and direct phone calls appropriately.
- Devise and maintain electronic filing system.
- Ad-hoc projects and any other relevant activities as required.

2) Support to Director of Policy & Advocacy – Europe (40%)

- Manage the Director’s diary and arrange their daily schedule.
- Be responsible for the Director’s local and international travel arrangements, and prepare detailed travel itineraries; to include visa applications when necessary.
- Coordinate and collate pre-meeting briefings and ensure suitable branded material is prepared for meetings.
- Format documents for internal and external communications: memos, emails, presentations and reports.
- Plan meeting agendas, to including compiling and sending papers, taking minutes, and ensure follow-up of action items.
- Monitor Director’s inbox and flag correspondence that requires immediate attention, and work with the Head of Policy and Head of the Brussels Office to ensure timely responses to come from the Director.
- Handle all logistic arrangements for meetings, events and workshops: source and book the venue, arrange the IT facilities and refreshments/lunches.
- Provide support for monitoring and reporting on team results.
- Screen and direct phone calls appropriately.
- Devise and maintain electronic filing system.
- Ad-hoc projects and any other relevant activities as required.

3) Administrative Support (20%)

- Liaise between other members of the Senior Management Team as required.
- Schedule and support all-staff meetings; prepare and circulate the agenda, ensuring all presentations are prepared beforehand.
- Schedule and support Team Leader meetings prepare and circulate the agenda, ensuring all presentations are prepared beforehand.
- Manage non-department specific in-coming visitors (from the field, IRC New York, and external), arranging meeting schedules, and assist with travel and hotel bookings.
- Support the Executive Assistant and Board Liaison when required.
- Policy and Practice Team travel booking

PERSON SPECIFICATION

Essential

Skills, Knowledge and Qualifications:

- Degree or equivalent experience.
- Excellent administration skills with the ability to plan and prioritise work for self and others.
- Highly computer literate and confident with Word, PowerPoint, Outlook and Excel.
- Excellent time management skills. The post-holder will need to manage their own time well, and the time of senior leaders.
- Excellent communication skills, including a high standard of written and spoken English.
- Self motivated, flexible and able to make judgment calls as to when to take the initiative on the Director’s behalf.

- Strong interpersonal skills, and the ability to work with stakeholders at all levels.

Experience

- Experience as a PA to a senior executive.
- Experience in preparing meeting agendas and minute-taking.
- Experience in arranging complex international travel and itineraries.
- Experience in arranging the facilities for events, conferences and workshops.

Desirable

Experience

- French or German language.
- Interest in fundraising, overseas aid and development.
- Experience working in a complex global organization

To Apply

To apply, please send your CV (two page max) and cover letter (two page max) outlining the reasons for your interest in the post and why you believe yourself to be suitable.

Please send to: applications@rescue-uk.org

The closing date is: 10am Wednesday 2nd August 2017

Interviews will be held on Wednesday 9th August 2017

In order to minimise administrative costs, IRC-UK will only contact short-listed candidates.

Candidates must have the right to work in the UK.

IRC-UK strives to be an equal opportunities employer. IRC-UK is committed to equality of opportunity and to non-discrimination for all job applicants and employees, and we seek to ensure we achieve diversity in our workforce regardless of gender, race, religious beliefs, nationality, ethnic/national origin, sexual orientation, age, marital status or disability.