

Role Profile

Job Title:	Executive Assistant to the Secretary General
Location:	Award House, London/Hybrid
Duration:	Permanent
Reports To:	Chief Financial Officer

Summary of Role

The Duke of Edinburgh's International Award (the Award) is the world's leading youth achievement award, equipping young people for life and work. Each year, more than one million young people take part in the Award in 120 countries and territories. The Duke of Edinburgh's International Award Foundation (the Foundation) drives and supports the Award's global growth, so more young people can take part.

Governance at the Foundation is multifaceted; as well as having a Board of Trustees which sets the overall direction of the organisation, we also invite key stakeholder representatives to convene on an annual basis (International Council) to help provide the Trustees with an informed view of the Award's reach globally. The role incumbent works with the Foundation's Senior Leadership Team to support all aspects of the charity's governance, as well as strategic planning and leadership. When necessary, the role also assists individual members of the International Board of Trustees, including liaison with the Royal Households in respect of details and arrangements for visits, governance meetings and events.

The Foundation looks to make the best use of the skills and attributes of its staff and to help colleagues develop professionally and personally during their employment. The role may be invited to work on projects that cut across individual departments, in addition to their daily duties.

Key Responsibilities

Executive Support

- Single Point of Contact for the Secretary General
 - Creating a positive first impression
 - High standards of administration
 - Effective communication
 - Strong brand ambassador
- Efficient administrative support
 - Deliver an efficient system for management of the Secretary General's administration
 - Respond quickly and efficiently to ad-hoc requests from the Secretary General
 - Assist the Senior Leadership Team to manage their administrative needs effectively
 - Management of the Secretary General's email accounts and correspondence
- Ensuring that the Secretary General's programme is managed effectively

- Liaising regularly with Royal Household
- Coordinating communication with Trustees, International Council and Association Members
- Managing the Senior Management Team's delivery of papers in advance of meetings
- Respond to queries as appropriate, and commissioning and compiling information ahead of stakeholder meetings or speaking engagements
- Travel and meeting management.
 - Organising international travel for the Senior Leadership Team including visa, air travel and hotels with the ability to problem solve when complex travel arrangements are involved
 - Manage hospitality for in person meetings and attendance at conferences and events where the Secretary General is the principal guest or managing executive.
 - Assist the Events team at major events including occasional overseas events.
- Lead administrator in the Charity
 - Provide basic office management including stationary and reprographics
 - Ensuring confidentiality, sensitivity and discretion in all aspects of the role and across all administrative functions

Governance Support

- Co-ordinate and manage the Foundation's governance meetings, including:
 - International Trustees meetings and those of its sub-committees
 - Annual International Council meeting
 - Triennial International Forum (as a member of the Forum event working group)
- Trustee Administration
 - Liaise directly with the Chair of Trustees and the Chairs of committees about their requirements
 - Provide administrative support to the smooth and efficient operation of all Trustee Matters
 - Assisting the Chief Financial Officer in Companies House and the Charity Commission filings.
- Meetings
 - Manage the process for planning and scheduling governance meetings, including the co-ordination of programmes, agendas and papers, sourcing venues and managing logistical details and arrangements.
 - Co-ordinate, prepare and circulate agendas, papers, reports and minutes of all governance and strategic planning meetings in a timely manner, ensuring confidentiality is maintained at all times
 - Take accurate meeting minutes and draft minutes in a timely manner
 - Collate and format reports, and provide efficient tracking and monitoring
 - Support leadership and management meetings and chase agenda items
- Communications

- Work closely with the Senior Management and Operations teams to enable better communication in regard to business planning and reporting.
- Work across the organisation communicating with and updating colleagues on behalf of the Senior Leadership Team to support the delivery of objectives and actions
- Stakeholder Relations
 - Establishing and maintaining effective professional relationships across the Award communities, communicating with a wide array of colleagues, stakeholders, and partners.
 - Liaise with and provide support to Trustees, International Council members and the Royal households in respect of governance and strategic planning meetings.
- Project Management
 - From time to time assist in significant projects providing project management templates including Gantt charts and other project management tools
 - Initially assist with relocation of offices
- Budget and Expenditure
 - Responsibly monitor the Secretary General's travel budget and expenditure across the financial year.
 - Ensure credit card returns are completed in a timely manner
 - Submit expense claims on behalf of Trustees where appropriate

Person Specification

CRITERIA	ESSENTIAL	HOW IDENTIFIED
Qualifications	Completed secondary education Evidence of continuous professional development	Application
Experience	Previous EA/PA experience in a large-scale organisation, preferably a charity environment Experience of conference or high-profile event management Experience of governance and trustee management Experience of working in a team environment Experience of working with senior management and high-level leaders Experience of budget management	Application and interview
Knowledge	Cultural intelligence Broad understanding of global current events and the effect they have on the Foundation Broad understanding of Health & Safety and property management regulations	Interview
Skills and Abilities	Attention to detail and high levels of accuracy Self-motivated with the ability to work autonomously where required Ability to maintain confidentiality Negotiation skills Conscientious Eager Flexible in approach Ability to inform and influence decision makers Strong Microsoft Office skills, including Word, Excel and PowerPoint Excellent organisational and time management skills Ability to prioritise workloads, work to deadlines and work under pressure Excellent written and oral communication skills	Interview

	<p>Accurate and comprehensive minute taking skills</p> <p>Analytical skills</p> <p>Ability to communicate at all levels</p> <p>Strong team working and interpersonal skills</p>	
Circumstances	<p>35 hours per week (Monday to Friday) worked flexibly and will include some travel, evenings and weekends.</p> <p>Overtime is not payable, though hours worked over and above standard contract can be taken in lieu of payment (in line with policy). You will be required to complete a DBS check.</p> <p>Must be willing and able to occasionally travel internationally.</p> <p>The Foundation operates a flexible and hybrid working arrangement enabling staff to work where they are most effective. Further details available on request.</p> <p>Benefits (Some are applicable after probation period): 25 days annual leave (plus bank holidays), Private Medical Insurance, Death in Service payment of 4x salary, Healthcare Cash Plan, Joint Contribution Pension Scheme, Salary Sacrifice Schemes</p>	