



JOB DESCRIPTION

EXECUTIVE ASSISTANT to the FOUNDER

Responsible to	Founder / Board of Trustees of ERFF
Responsible for	Personal Assistant Support to the Founder & High-level Administrative Tasks to the Founder/Board
Liaise with	High level government ministers, External Agencies (e.g. W.H.O), Project Partners, Funding Bodies, Commercial Clients and Internal Executives and Employees

JOB PURPOSE AND SCOPE OF ROLE

This role supports the Foundation’s Founder/Director, Rosamund Adoo-Kissi-Debrah. You will ensure that every moment of Rosamund’s time is well spent which supports the smooth running of the organisation and helps ERFF to deliver our strategic objectives.

The Executive Assistant is a member of a dedicated management team who is committed to the values and mission of ERFF. We are looking for a candidate that is knowledgeable and supportive of our work campaigning for clean air. The EA is responsible for managing Rosamund’s diary, which includes a lot of complex international travel and coordinating preparations for high-profile UK and International events. This role requires the EA to manage the ERFF media emails to ensure that Rosamund is able to give her attention to organisational priorities - both internal and external. Due to the nature of ERFF’s work, the postholder will be occasionally required to work some unsociable hours to support the Founder at

events and meetings both in the UK and abroad. Time off in lieu of overtime worked is granted as no overtime payments are made.

We are looking for an Executive Assistant to perform a variety of high-level administrative tasks including executive communication, handling of documents and arranging materials as well as the door to door travel for large-scale events to which the Founder is attending - e.g. COP; the Austrian Clean Air Summit etc.

To be successful in this role, you should be well-organised, able to act on your own initiative, have great time management skills and be able to draft correspondence to Government ministers, and high level executives of other organisations. Ultimately, you will contribute to the efficiency of the organisation by providing personalised and timely support to the Founder.

You will be expected to comply with ERFF's key policies and procedures. Induction and training will be given.

ROLE

- Act as the central point of contact for the Director in their engagement, handling and responding to all correspondence including telephone calls, emails and letters with external and internal partners, e.g. the Clean Air Fund; the World Health Organisation; Government ministers, peer community and other key relationships, to ensure good working relationships on behalf of ERFF.
- Complex diary management with conflicting priorities: helping the Director to achieve and maintain a good work/life balance.
- Organise and coordinate arrangement for international travel to events such as COP; the Austrian Air Summit etc ensuring that the Director is fully briefed on the logistics and itinerary arrangements and accompanying her on these trips to provide practical support e.g. notetaking, photographs for social media etc.
- Planning for conferences, workshops, seminars and events the Founder is attending e.g. Production and printing of the Director's speech materials and slides for UK and international speaking engagements.
- Maintaining an Excel spreadsheet of the Founder's weekly activities for our funders
- Making fee arrangements (e.g. sending invoices) for speaker events
- Daily reminders of meetings and activities to the Founder via WhatsApp
- Daily catch up with the Founder by phone regarding the work schedule
- Setting reminders for meetings, appointments and other important tasks
- Verifying and recording expenses claims and associated receipts/evidence on the electronic system and notifying the Treasurer of due payments.

- Liaising with ERFF Chair/Treasurer as required, and external parties such as clients and press
- Taking notes at meetings (occasionally)
- Keeping the website/social media sites up to date with key events/press releases.
- Maintaining confidentiality at all times except in safeguarding matters where the policy must be followed.
- Preparing ERFF documents e.g., for reviews, meetings, charity returns, etc.
- Any other duties as may be required within the EA/PA role.

PERSON SPECIFICATION

ESSENTIAL QUALITIES

1. Work experience in a Campaigning or a Communication and/or Organisational role demonstrating good experience as a multi-tasker.
2. Strong interpersonal skills: engages with others to get the best out of them; works well as part of a team.
3. Professional sound judgment, strong organisational and project management skills and the ability to be flexible as priorities and needs change.
4. Ability to work unsupervised, a motivated self-starter, with strong problem solving and multi-tasking skills with excellent attention to detail and ability to show and take initiative.
5. Evidence of capacity to work in a range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner to maximise effectiveness.
6. Proficient in all areas of MS Office; e-calendars, Teams, Zoom, etc. Must possess strong Word, PowerPoint, Excel and typing skills, ability to learn new packages, when required.
7. Outstanding organisational and time management skills
8. Excellent spoken and written English

9. Trustworthy and able to act with discretion, confidentiality and diplomacy as this position is privy to confidential information that necessitates the highest level of confidentiality and good judgment.
10. Be able to demonstrate knowledge of and support of air pollution issues.

DESIRABLE QUALITIES

1. Experience in organising promotional events.
2. Education to Degree level or equivalent in a relevant/related field - e.g. English; Journalism; environmental science; social sciences; etc.
3. Ideally London-based due to high level of meetings in London and the Founder's home office being based in South London.

HOURS

30 Hours per week

REMOTE AND LONDON OFFICE WORKING

This is in the main, a work from home position - ERFF will supply a laptop. The Founder does have a garden office that can be used 1-2 days a week and work will often take place at meetings in and around London.

SALARY

£30,000 pro rata + Employer pension contribution

CLOSING DATE FOR APPLICATIONS

The original closing date of 31st July has been extended to midnight of 10th August 2023.

Apply with CV, and covering letter demonstrating how your experience matches the person specification and please provide two references one of which must be your most recent job to media@ellaroberta.org

INTERVIEW DATE

Mutually agreed date in August 2023 for successful applicants who are shortlisted.