



Executive Assistant & Research Support

Based in Bristol

Role content and purpose

The postholder will be responsible for providing full executive and research support to the Executive Director (ED) on a day-to-day basis. They will be required to work closely with the ED, acting as a gatekeeper and overall manager of the ED's diary. The right candidate will possess a high level of maturity; be flexible and able to respond to a fast-changing schedule and last-minute inquiries; have a cheerful and positive disposition; work at a fast pace; and be able to engage at all levels. They will also need to be trustworthy, discreet and able to manage highly confidential information with complete confidence.

This is an extremely reactive role, and the postholder needs to be agile and able to respond to requests quickly and efficiently. They will need to be a step ahead of the ED, anticipating their needs and requirements, as well as able to personally work well together. The right candidate will have the ability to undertake research for the ED, draft PowerPoint presentations as required, support on developing talking points and blogs, and draft external letters and emails.

The postholder will be comfortable with a range of tasks, from establishing and maintaining relationships with a wide range of stakeholders and partners, to organising travel and accommodation and putting together briefing packs for meetings.

Person specification

Education/qualifications

- Bachelors degree in political sciences, international relations, economics or a related discipline
- Experience of working within the sector or within the political arena would be an advantage.

Personal skills/qualities

- Highly organised individual who also has the ability to organise their ED, so that their time is most effectively used for important matters
- Good communication skills, including experience of working effectively with diverse audiences

- Strong writing skills and the ability to produce short pieces of research synthesis quickly, as well as to present these in an accessible way
- Excellent social and interpersonal skills with the ability to develop relationships with internal personnel and key external stakeholders
- Politically astute
- Able to work under pressure yet deliver on time with attention to detail and accuracy
- Strong time management and organisational skills
- Confident and able to work with the ED and liaise with the Board
- A self-starter who can work both independently, using their own initiative with minimal support, as well as within a team environment.

Knowledge/technical competencies

Essential

- Strong knowledge of MS Office, especially Outlook, PowerPoint and Excel
- Strong research and writing skills
- Knowledge of international development or a demonstrated interest in poverty-related issues
- Adept at spotting opportunities and working with colleagues to follow up
- Capable and experienced at handling confidential or sensitive information
- Advanced typing skills
- Experience of taking minutes, managing actions and following up
- Diary-management experience
- Managing emails, maintaining and supporting systems to keep line-report information up to date

Desirable

- Experience of organising worldwide business travel
- Experience of working in a matrix or project-based environment

Role specification

Duties and responsibilities

Technical duties

- Monitoring the ED's mailbox on a daily basis, flagging urgent queries and responding on their behalf where possible; managing it when she is travelling or on leave, to ensure all communications are passed on and receive a response
- The ability to prioritise both urgent requests and pre-organised meetings
- Undertake research tasks at short notice, producing bullet-point summaries of key documents
- Organise and take minutes at internal meetings when needed and arrange refreshments as required

- Prepare documents for quarterly Board meetings
- Manage the ED's diary, organising all internal and external meetings, travel schedule and prepare travel documents and briefing packs
- Organise travel and accommodation bookings, both in the UK and worldwide
- Input internal meeting dates – including regular one-to-ones – with location, agenda items, etc., into calendars and coordinate diaries as appropriate
- Report on the progress and impact of activities to internal and external stakeholders at all levels
- Draft blogs, tweets and key emails on behalf of the ED
- Support internal communications by making updates from the ED available via internal channels as and when required
- Coordinate briefings, talking points and presentations ahead of external meetings for the ED; provide support producing external meetings as required
- You may also be required to carry out other reasonable duties and responsibilities from time to time.

Organisational responsibilities

- Develop and maintain effective systems, ensuring these are consistent with DI's operational requirements and policies
- Provide administration and logistical support to ongoing project work.

General responsibilities

- Be aware of and take personal responsibility for any health and safety issues and obligations
- Uphold all aspects of company policies, procedures and legal requirements in relation to personal conduct
- Maintain personal professional development and personal development plans
- Be willing and committed to take on new work as and when required and to be proactive.

Contractual details

Start date: September 2017

Salary: £22,000–£24,000

Location: Bristol, UK

Hours: 35 hours per week

Probation: 3 months

Contract Length: Fixed term contract for 1 year

Leave: 25 days plus all bank/public holidays

Benefits: Refer to devinit.org/working-with-us/working-for-us/

Application details

Your CV (no more than 3 pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be emailed to HR@devinit.org, quoting ref: EA/ResSupp in the email subject line. Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Closing date: 5 pm BST 30 August 2017

First interviews: week commencing 11 September 2017

Second interviews: week commencing 25 September 2017

Other

We welcome applications from all sections of the community.

We have a duty to prevent illegal working by checking potential employees' documents, before employing them, to ensure they have the right to work in the Country in which this post is based.

We are unable to offer sponsorship for a work permit/Visa application. Evidence of right to work will be requested.

Development Initiatives is an equal opportunities employer and in line with our policies, we aim to ensure that no job applicant receives less favourable treatment on the grounds of race, colour, nationality, religion, ethnic or national origin, age, gender, marital status, sexual orientation or disability.

We find it helpful for all applicants to complete our Diversity Monitoring Form found on our web page at devinit.org/working-with-us/