



# Executive Assistant

Bristol, UK

# About Development Initiatives

Development Initiatives (DI) is an independent international development organisation working on the use of data to drive poverty eradication and sustainable development.

Since DI was established in 1993 our expertise and passion has been rooted in the role data can play. We are focused on getting better data on poverty and vulnerability, so we know where need is greatest and whether efforts are working. We are dedicated to improving information about resources so that they can be targeted effectively – and we want to help others use data to improve decision-making and drive better results.

We work to ensure that decisions about the allocation of finance and resources result in an end to poverty, increase the resilience of the world's most vulnerable people, and ensure no one is left behind. We want these decisions to be underpinned by good quality, transparent data and evidence on poverty and resources, and lead to increased accountability and sustainable long-term outcomes.

We believe there are enough resources in the world to consign extreme poverty to history, but poor or inaccurate information means these resources are not reaching those who most need them. While data alone will not end poverty, it is a vital catalyst for increasing knowledge, providing clarity and improving decision-making at local, national, regional and global levels.

Our work focuses on three key areas:

1. Measuring the progress of people out of poverty

Our work on poverty is about driving commitments and investment towards improving poverty data, and drawing on existing data to start building a clearer and more accurate picture of poverty

2. Investments to end poverty and build resilience

Our work on resources is about informing national, regional and international actors on how to mobilise, track and improve the targeting and effectiveness of the many different resources that can address poverty, vulnerability and crisis

3. Data use of sustainable development

Our work on data use is about breaking down barriers to data use, improving data availability and usability, and helping people use data effectively in order to drive efforts to end poverty and build resilience

***“An indispensable tool that shines a light on progress” DFID Senior Humanitarian Policy Advisor (about our *Global Humanitarian Assistance Report 2017*)***

# Executive Assistant, Bristol, UK

## Role content and purpose

We are recruiting for a part-time Executive Assistant to join our team in Bristol as part of a job share.

The postholder will be responsible for providing full secretarial and administrative support to the Executive Director on a variety of duties to enable her to focus on business priorities. As part of the job share arrangement the successful candidate will be required to participate in weekly handover sessions with their opposite number to maintain seamless continuity. They should possess a high level of maturity, have a cheerful and positive disposition and be able to engage at all levels. The postholder will also need to be trustworthy and understand the need for discretion as they will be aware of confidential and high-level business information.

This is a highly reactive role and the postholder needs to be able to work with agility and be able to respond to requests quickly and efficiently.

The postholder should also be comfortable with a range of tasks from liaising with external, senior-level personnel, to making refreshments or making visitors to the office feel welcome.

## Role profile

- Record, produce and follow up minutes/actions for key business meetings and arrange lunches and refreshments if/when appropriate
- Monitor the Executive Director's mailbox on a daily basis, flagging urgent queries and responding on their behalf where possible
- Ensure the Executive Director's diary is up-to-date showing her availability and current location (e.g. in office, away on business, holiday, meetings etc), and respond to internal queries on availability
- Plan and organise external 'executive' meetings, including the arrangement of relevant logistics, agenda, and managing the production and circulation of pre-read material
- Organise complex overseas trips including multi-stop travel, accommodation, visas, meetings
- Arrange or, where necessary, conduct photocopying, printing, organising couriers, sending out letters, faxes and so on
- Input internal meetings, including regular one-to-ones with date, time, location, agenda details into calendars and coordinate diaries as appropriate

- Screen phone calls, enquiries and requests, and direct them appropriately
- Prepare and collate the expenses for the Executive Director and submit to the Finance team
- Be prepared to provide back-up support to the Office and Facilities Coordinator for reception duties.

### **General responsibilities**

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

No job description or role profile can encompass all tasks and duties that may be required, and we will expect the postholder to carry out other duties and tasks from time to time that are broadly consistent with those in this document.

## Person specification

Area		Essential/ desirable
Experience	<ul style="list-style-type: none"> <li>Minimum of 4 years' experience of providing senior/executive-level support or proven academic equivalent</li> <li>Excellent diary management experience</li> <li>Experienced in and capable of handling confidential or sensitive information</li> <li>Experience organising worldwide business travel</li> <li>Experience of Google Docs, online timesheet and expense systems and intranet is an advantage (training will be provided on bespoke systems)</li> <li>Experience of working within the sector or within the political arena.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Skills and abilities	<ul style="list-style-type: none"> <li>Good communication skills, including experience of working effectively with colleagues and stakeholders at all levels, and diverse audiences, both verbally and in writing</li> <li>Excellent social and interpersonal skills with the ability to develop relationships with internal personnel and key external contacts</li> <li>Strong time management and organisational skills</li> <li>Ability to work under pressure yet deliver on time with attention to detail and accuracy</li> <li>Advanced typing skills.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
Education	<ul style="list-style-type: none"> <li>Professional Executive PA diploma or similar</li> <li>Evidence of continuing professional development (e.g. relevant training).</li> </ul>	<p>E</p> <p>D</p>
Knowledge	<ul style="list-style-type: none"> <li>Excellent written and clear spoken English</li> <li>Strong knowledge of MS Office, especially Word but including Excel and PowerPoint</li> <li>Excellent telephone manner and competent knowledge of telephone systems</li> <li>Familiar with contacts databases or similar</li> <li>Knowledge of international development or a demonstrated interest in poverty-related issues.</li> </ul>	<p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p>
Personal attributes	<ul style="list-style-type: none"> <li>A self-starter who can work independently and use their initiative with minimal support.</li> </ul>	<p>E</p>

## Contractual details

Start date:	March 2019
Location:	North Quay House, Quay Side, Temple Back, Bristol, BS1 6FL
Length:	Permanent
Salary:	Up to £25,500 per annum (pro-rata), depending on experience
Hours:	21 hours a week, Wednesday–Friday
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

## Application details

Your CV (no more than three 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 Connie Fitzgerald (Human Resources Officer) at [HR@devinit.org](mailto:HR@devinit.org), quoting ref: **Executive Assistant** 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: 31 January 2019, 9am GMT  
1st Interviews: To be advised

Early applications are highly encouraged. We will be reviewing submissions as we receive them, in order to start the interview process as soon as possible after the closing date.

## 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.

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 website at: <http://devinit.org/working-with-us/vacancies/>

## Working together

“People are our greatest asset” – it’s a well-used saying, but at Development Initiatives, it really is true.

We acknowledge that we work in an environment where the pace is often fast, and we need our people to be able to respond swiftly and creatively to new situations and demands, so it makes sense that the better our employees are, the more effective we will be and for this reason, we work hard to create an environment that meets everyone’s needs.

In line with our values (empowering, transparent, impartial, innovative, agile, quality), we aim for a culture of honesty and openness and want to attract and retain talented people who share our vision. We also like to offer individuals the space to use their talents in an innovative working environment with colleagues who are passionate about our vision.

So, what else do we offer?

- Work in an informal work environment (e.g. casual dress code)
- Work from an office in the UK that is accessible for wheelchair users
- A competitive salary and benefits package
- Flexible working arrangements (e.g. homeworking, flexitime)
- Up to 5 days’ paid leave to dedicate time to a volunteering activity of your choice that works to address poverty or help vulnerable people
- Paid study leave with financial support where appropriate
- Paid professional fees
- Pension scheme with 5% employer contribution
- Simply Health Cash scheme with employee assistance programme
- Enhanced policies (such as maternity, paternity and adoption leave and sick pay)
- 25 days holiday plus all bank and public holidays and discretionary paid time off at Christmas
- Membership of a cycle to work scheme
- Childcare vouchers
- Free eye tests
- Buy/sell holiday scheme

The Bristol office is only 5 minutes from Temple Meads train station and 10 minutes from Bristol city centre and we offer free parking (on a shared rota) for those members of staff who cannot cycle, walk or use public transport.