



# Executive Assistant

Bristol, UK

# About Development Initiatives

Development Initiatives applies the power of data and evidence to build sustainable solutions.

Our mission is to work closely with partners to ensure data-driven evidence and analysis are used effectively in policy and practice to end poverty, reduce inequality and increase resilience.

While data alone cannot bring about a better world, it is vital to achieving it. Data has the power to unlock insight, shine a light on progress and empower people to increase accountability.

We focus on three core areas to maximise our impact and achieve our mission:

- Strengthen data ecosystems and improve data quality by helping others to collect, share and manage data and use data responsibly and effectively
- Increase use of high-quality, actionable and data-driven analysis that can be used in policy and practice
- Create a culture of data use by growing people's skills, expertise and confidence in data.

And we support partners to:

- Better respond to people's needs through improved quality and use of data and evidence in policymaking
- Improve the quantity, quality and coherence of public finance and private investment
- Challenge systemic and structural barriers to equity and support the reform of existing systems.

We work at global, national and local levels, through a global hub connected to a growing network of regional hubs and partners. In the last five years alone our work has covered 78 countries and we currently have staff based in Kenya, Uganda, the US and the UK.

# Executive Assistant

## Role content and purpose

The role is 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. This person will also be responsible for administrative and supportive duties supporting the DI Board.

The role requires a high level of maturity and self-discipline, and engages with staff and external stakeholders of all levels. The role is required to be trustworthy and understand the need for discretion as they will be aware of confidential and high-level business information.

This is a fast-paced role and the ideal candidate will be able to work with agility and to respond to requests quickly and efficiently. Applicants should have strong communication skills, the ability to work independently and be detail-oriented.

## Contractual details

Start date:	January 2022
Length:	Permanent
Location:	DI's Bristol office at First Floor Centre, The Quorum, Bond Street South, Bristol, BS1 3AE, UK
Salary:	£25,000–£30,000 per annum, depending on experience
Hours:	35 hours a week
Probation:	3 months
Leave:	25 days pro rata, plus all bank/public holidays

## Duties and responsibilities

- 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 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 and meetings
- Record, produce and follow up minutes/actions for key business meetings and arrange lunches and refreshments if/when appropriate
- Arrange or, where necessary, conduct photocopying, printing, organising couriers and sending out letters and faxes
- 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 expenses for the Executive Director and submit to the Finance team
- 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**

#### **Experience**

##### **Essential**

- At least 4 years' experience of providing senior/executive-level support or proven academic equivalent
- Excellent diary management experience
- Experienced in and capable of handling confidential or sensitive information
- Experience organising worldwide business travel
- Experience with Microsoft Word, Google Docs, online timesheet and expense systems, and intranet (training will be provided on bespoke systems)

### Desirable

- Experience of working within the sector or political arena.

### Skills and abilities

- Good communication skills, including experience of working effectively with colleagues and stakeholders at all levels, and diverse audiences, both verbally and in writing
- Excellent social and interpersonal skills with the ability to develop relationships with internal personnel and key external contacts
- Strong time management and organisational skills
- Ability to work under pressure yet deliver on time with attention to detail and accuracy
- Advanced typing skills.

### Education

#### Desirable

- Professional Executive PA diploma or similar
- Evidence of continuing professional development (e.g. relevant training).

### Knowledge

#### Essential

- Excellent written and clear spoken English
- Strong knowledge of MS Office, especially Word but including Excel and PowerPoint
- Excellent telephone manner and competent knowledge of telephone systems

#### Desirable

- Familiar with contacts databases or similar
- Knowledge of international development or a demonstrated interest in poverty-related issues

### Personal attributes

- A self-starter who can work independently and use their initiative with minimal support.

### Application details

Your CV (no more than two pages) and covering letter, which should detail your skills and evidence of experience and how it relates to the job description, should be uploaded onto

our [online application portal](#). Your letter should also include your salary expectations, notice period/available start date and where you saw the job advert.

Early applications are highly encouraged; we will be reviewing submissions as they arrive, and interviews will be held periodically. As we are recruiting on a rolling basis, we reserve the right to end recruitment without notice.

## 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.

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 DI 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. For this reason, we work hard to create an environment that meets everyone's needs.

In line with our values (people-centred, purpose-driven and transparent), 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. We also offer:

### UK

- Informal work environment (e.g. casual dress)
- Pension scheme with 5% employer contribution
- Flexible working arrangements (e.g. homeworking, flexitime)
- Healthcare scheme with employee assistance programme
- Paid study leave and financial support
- Paid professional membership fees
- A free gym within the office building
- Childcare vouchers
- Enhanced holiday entitlement, plus all bank and public holidays and discretionary paid time off at Christmas
- Up to five days' paid volunteering leave (addressing poverty/helping vulnerable people).

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Development Initiatives (DI) is a global organisation harnessing the power of data and evidence to end poverty, reduce inequality and increase resilience.

We deliver trusted and actionable insights for decision-makers and partners based on what available data can tell us. We increase data use by growing people's skills, expertise and confidence in data and showing how data can drive better outcomes. And we improve what data is available by helping others to collect, share, manage and use data responsibly and effectively.

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