# **Job Title:** **Executive Assistant**

**Responsible to:** General Secretary

**Grade:** 2

**Salary:** £ 42K

### **Location:** USPG, 5 Trinity Street, London, SE1 1DB

**Hours of work:** Full time, permanent - 35 hours per week

**MISSION**

USPG is the Anglican mission agency, founded in 1701, that partners churches and

communities worldwide in God’s mission to enliven faith, strengthen relationships,

unlock potential and champion justice.

**The Job:**

This role offers the opportunity to play an important part at the heart of a dynamic global mission agency at a critical time of change and development. You will be responsible for managing the CEO's inbox, calendar, and commitments, and delivering a comprehensive organisational and administrative support service to the CEO, helping to ensure the effective leadership of USPG through its Senior Leadership Team. You will also play a key role in supporting the work of the Trustees and the governance of the charity.

**You**

You are a confident person of sound independent judgement, excellent interpersonal skills and with a meticulous eye for detail. Proactive, highly organised, you are also calm under pressure, solutions focused, have the ability to maintain a realistic balance of multiple, competing administrative, organisational, and strategic priorities and are willing to go the extra mile to achieve results. With experience of being an EA, you will enjoy the role of providing support at Executive and Board level.

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| **Principal Accountabilities** | **% Time** |
| 1. **Direct support of the General Secretary (CEO)** 2. To take responsibility as the first point of contact for handling all telephone calls, e-mails, enquiries and requests; and high level in person meetings, including international visitors and major donors. 3. Diary management; the prioritization of enquiries and commitments; and, booking appointments, speaking engagements and meetings to ensure that all the aims, needs, requirements and deadlines of the Chief Executive are met. To achieve this the post-holder will take initiative to respond to e-mails, queries and communications received and manage mailboxes on his behalf. 4. Drafting correspondence and other documents as required. 5. Develop and implement time efficient processes to meet these needs and yield best results 6. Organise all UK travel arrangements, accommodation, and catering bookings for the General Secretary | **60%** |
| 1. **Governance support** 2. To ensure that the Governance function of USPG is effectively supported by overseeing the production and approval of all papers and documents (including agendas and minutes) for: 3. the Trustee Board meetings (five per year), including one residential; 4. Annual Council meeting (residential); 5. the Board’s sub-committees: Finance and Audit (five per year), Remuneration and Personnel Recruitment (*ad hoc*) Global Programmes (three per year*)*. 6. the Pensions Trustees meeting 7. To ensure that Trustees are supported in their work efficiently and effectively, from induction to the end of their term and to support the work of the Trustees’ Recruitment committee 8. To ensure that that the Communion Wide Advisory Group and Triennial International consultation are effectively supported | **20%** |
| 1. **Whole organisation, systems and processes**   To ensure that the Trustees, General Secretary (CEO) and Directors are fully supported in their work to help maximise USPG’s capacity to deliver on its primary mission objectives and KPIs by:   1. Ensuring that SLT meetings are effectively organised and minuted; agendas and workflows scheduled in relation to USPG’s teams and all follow-up actions undertaken 2. Working closely with the Office Manager, Communications and Engagement Coordinator and Programme Administrator, whose primary responsibilities lie with office and facilities management, event management and global programme support respectively and providing support on key activities (annual residential conference, arranging internal travel). Working with colleagues to ensure excellent coordination and scheduling of activities across USPG. 3. To review office systems and processes and to work with other support staff to implement necessary changes through streamlining workflows and task groups to ensure that the organisation’s needs are met effectively to provide high quality support services, to contribute to meeting USPG objectives and KPIs; working with others to ensure effective record keeping and GDPR-compliant processes 4. To encourage an organisational culture that is open and transparent, working actively to ensure that the organisational values of - Integrity, Creativity and Excellence, Humility, Inclusivity and Mutual Respect – are upheld at all times | **20%** |

**Executive Assistant**

**PERSON SPECIFICATION**

This form shows which criteria are essential and which are desirable for the job.

They have been marked as appropriate.

**E** = Essential criteria. The job cannot be done without them

**D** = Desirable criteria. Can help the job to be done more effectively

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| **EXPERIENCE AND BACKGROUND** | **E** | **D** |
| Secretarial and administrative experience at a senior level, including PA work | ● |  |
| Professional administration qualifications or equivalent experience | ● |  |
| Proven experience of developing administrative systems and processes and improving workflows within an organisation | ● |  |
| Experience in the not-for-profit/Church sector |  | ● |

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| **SKILLS AND ABILITIES** | **E** | **D** |
| Meticulous written communication, proofreading, editing and minute-taking skills | ● |  |
| Excellent interpersonal and verbal communication skills and ability to relate to and work with people from a range of backgrounds | ● |  |
| Reliable and trustworthy with confidential matters; ability to use a natural sense of discretion | ● |  |
| Excellent organisational and scheduling skills | ● |  |
| High level of proficiency in using Microsoft (Outlook, Word, Excel, PowerPoint) | ● |  |
| Excellent time management skills; able to work proactively unsupervised and use own initiative; ability to work under pressure and to deadlines, coupled with a degree of flexibility | ● |  |
| A broad understanding of compliance data protection legislation |  | ● |

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| **KNOWLEDGE, UNDERSTANDING AND GENERAL** | **E** | **D** |
| Inspired by the work of USPG and in agreement with its Christian ethos | ● |  |
| Interest in issues of global justice and awareness of cross-cultural sensitivities | ● |  |
| Able to travel occasionally within Britain and Ireland for USPG events |  | ● |
| A knowledge of Anglican church structures |  | ● |