

Role Title: Executive Assistant**Team name:** Operations**About the role**

The Executive Assistant provides a high level of administrative support to the CEO, Chair of the Governing Board, and the wider Governing Board and Senior Leadership team, to ensure that they are able to deliver their roles as effectively and efficiently as possible.

The ICVCM works in a high-profile global context, and diary management for the CEO and Chair is dynamic and often complex. The Executive Assistant provides proactive support, ensuring that allocation of time is managed in accordance with priorities, and that the CEO and Chair have the information they need to prepare for their commitments.

Day-to-day activities include diary and inbox management for the CEO and Chair, management of shared mailboxes, organizing meetings, preparing board papers, taking minutes and actions in meetings, and supporting the Board and executive team with fundraising activities.

Working closely with the CEO, the Executive Assistant will often be the first point of contact for new stakeholders, and will therefore have the opportunity to make a great first impression on the ICVCM's behalf; a keen interest in and desire to support the vision and mission of the ICVCM will help the Executive Assistant to understand and support the CEO's operating framework.

The Executive Assistant acts as the essential support to the CEO, helping her meet her daily and strategic priorities.

Key duties

- Acting as the primary point of contact for the CEO, managing and prioritising her communications and correspondence through proactive diary and inbox management.
- Understanding and supporting the CEO's preferred way of working, challenging and reorganising meeting requests in order to protect time and make space for proactive work.
- Proactively reviewing preparation and briefing requirements for upcoming meetings, liaising with colleagues and other stakeholders to ensure that the CEO has all materials needed by the agreed preparation deadline; e.g. when the CEO is attending events, she must receive the briefing information 5 or more days in advance.
- Building effective relationships with colleagues, key stakeholders and their EAs, enabling you to solve scheduling problems and chase materials quickly and easily.
- Scheduling meetings/briefings, events and press interviews for the CEO, Chair of the Governing Board, and wider Leadership team and Governing Board.

- Ensuring the senior management team are well prepared for meetings and that the appropriate follow up is subsequently taken by preparing agendas and PowerPoint presentations; taking meeting notes; recording attendance etc.
- Arranging detailed travel itineraries for events and business trips.
- Updating the CRM system and building out the database of contacts, ensuring that records reflect an up-to-date picture of stakeholder interactions and contact details.
- Managing several shared mailboxes, responding to queries and following up with members of the Integrity Council, where appropriate.
- Arranging occasional in-person team events, meetings and away-days.
- Other ad-hoc administrative support.
- Ensure compliance with all corporate governance requirements and policies such as GDPR and information security.
- Work effectively with various internal and external stakeholders.
- Demonstrate and follow ICVCM's values in all aspects of your work.
- Other duties commensurate with role as required.

Experience

Experience	Essential	Desirable
Previous experience as an Executive Assistant or in a similar support role (likely to be 3+ years); you may have worked for a CEO, or you may be ready to step up to this level.	X	
Co-ordinating complex schedules and working across multiple time zones.	X	
Providing administrative support to senior executives in a corporate or financial institutional setting.	X	
Producing minutes of meetings and drafting / editing written documents independently.	X	
Undertaking research, using a variety of sources to retrieve, collate and present information in an appropriate format (Word, PowerPoint etc).	X	
Strong experience of providing support using the Microsoft Office suite, with a high level of competence in Outlook, Teams, Word and PowerPoint.	X	
Working in an international context.		X
Working in a small, remote team.		X
Working within an NGO and/or in the climate/sustainability space.		X
Experience of tracking stakeholder information and activity in a CRM system such as Salesforce.		X

Skills, Abilities & Attributes

- Flexibility, adaptability, resilient to change and comfortable working in a fast-paced environment; able to support frequent diary changes and assess the relative impacts of moving commitments.

- Proven ability to manage multiple priorities and deadlines, able to explain your system for managing busy inboxes and schedules.
- Desire and ability to form strong working relationships with the people you are supporting, colleagues across the team and key external stakeholders, enabling you to proactively problem solve and manage priorities.
- Strong organisational skills.
- An aptitude for planning, co-ordinating and time management.
- Excellent decision-making and problem-solving skills.
- Strong interpersonal skills.
- Professionalism and excellent attention to detail, demonstrated through a high quality of written English and ability to adapt to the “voice” of the different people you are supporting.
- A strong independent work ethic - ability to flourish in a dynamic and demanding work environment as a member of a high-performing, globally distributed team.
- Discretion and confidentiality.
- Excellent IT skills, in particular the use of Microsoft Office 365 suite.
- Positive, can-do attitude with a focus on developing ideas and solutions as part of a team.
- A genuine interest in the work of the ICVCM, with the ability to develop a high-level understanding of the internal and external operating context.