



## Executive Assistant

### Job description and Person specification

**Salary:** £24,348 – £29,758 FTE (plus 3.5% pension contribution if eligible)

**Type of Employment:** Fixed Term Contract (1 year)

**Hours:** 4 days per week (28hrs)

**Responsible to:** Executive Director

**Responsibility for:** Project interns and volunteers (potentially)

**Location:** Oxford

Climate Outreach is seeking an enthusiastic, committed individual with experience in providing office support and a passion for tackling climate change. Working with the Executive Director and the Senior Management teams, you will be central to ensuring the success of this expanding organisation and its work globally.

This will be a stimulating and enjoyable job with many opportunities for building experience and developing new skills. You will be working in Oxford within a lively and enthusiastic team. Your organisational excellence will be complemented by great interpersonal skills and the ability to work accurately in a creative yet fast moving field.



## Job description

### Responsibilities

#### Meetings & Events

- Coordinate and schedule quarterly board meetings of the Executive Director and Trustees.
- Schedule internal organisational meetings for senior management and monthly staff meetings. This includes preparing agendas, undertaking any associated research, recording minutes and following up on actions.
- Ensure all correspondence and relevant meeting materials are produced in a timely manner.
- Coordinate, attend and take minutes for any other relevant meetings with the Executive Director.
- Responsible for the organisational annual away day, including scheduling, logistical arrangements and content planning with the Executive Director and Senior Management team.
- Timetabling of Senior Management Team appraisals and related staff member 121s.
- Logistical support for other organisational events as agreed.

#### Exec Support

- Diary management for the Executive Director.
- Coordinate executive communications, including taking calls, responding to emails and talking with partners and supporters.
- Coordinate Executive project timelines and contribute to their content as appropriate.
- Research and book business travel arrangements, including flights, public transportation, lodgings and other relevant logistics for senior management members where appropriate.
- Support the management of the Executive Director's inbox.

#### Systems

- Maintain an organised filing system of Executive team paper and electronic documents.



- Uphold a strict level of confidentiality and represent the organisation in a professional manner.
- Enter contact information related to the Executive Director's work into organisational database, keeping records up to date and producing related organisational reports.

### **Governance Support**

- Assist the ED and Company Secretary with the arrangements of, and be present at, all Board meetings (some of which take place outside of normal office hours).
- Preparation of agendas, papers, minutes and their circulation, for all meetings.
- Teleconferences: identify appropriate dates and times for meetings notifying participants of date and time and providing them with the teleconference access numbers and passcodes.
- Coordinate arrangements around the AGM.
- Coordinate the training of new trustees.
- Register new trustees with Companies House and the Charity Commission.
- Help prepare and submit annual reports to Companies House and the Charity Commission.

### **Projects, partnerships and new initiatives**

Support and work with the Executive Director and colleagues on core work projects and where the Executive Director is taking a lead role in the development of new partnerships and projects:

- Background research and preparing briefings.
- Coordinating project development in liaison with the Projects Managers including timeline setting, arranging and attending meetings and events.
- Contributing to bid writing and fundraising (working with the Fundraising Manager).
- Proactive management of related internal systems (CRM, Asana etc).
- Following up with contacts made.

The work undertaken can be adapted or expanded slightly to suit the skills and experience of the postholder.



## Person specification

### Essential

- At least one year's administrative experience in a busy office environment
- Great organisational and time management skills with the ability to prioritise a varied workload and meet deadlines
- Strong project management and problem-solving skills with multi-tasking abilities
- Proven attention to detail whether in proofing documents or accurately entering data
- Ability to support teams in successfully delivering ambitious outcomes
- Excellent written and verbal English with good attention to detail and ability to communicate clearly and confidently to a variety of audiences
- Experience of using CRM databases or similar
- Good numeracy skills with a proven competence of working with financial information; the ability to work confidently and accurately with figures and present data clearly
- Strong interpersonal skills and ability to work with a variety of staff and external stakeholders
- Flexibility and a willingness to learn and adapt within the work environment
- Confident user of IT packages e.g. Google Drive/Microsoft Office and willingness to learn new platforms
- A commitment to Climate Outreach's values – see below

### Desirable

- Work experience as an Executive Assistant reporting directly to senior management
- Event management experience
- Understanding of publication production processes
- Experience working in small charity, or non-profit, start up or social enterprise
- Interest in building public engagement with climate change



## Our values

### Collaborative

- We co-design work with partners and seek to equip others with expertise and knowledge. We act in service to others and the wider movement.
- We empower each other by working closely together in a supportive manner, sharing ideas and knowledge. We actively seek to work without silos and with flexibility.

### People-centred

- We put people at the centre of the climate story, rather than science, technology, finance or policies.
- We treat each other with respect and as equals, with concerns, hopes and aspirations.

### Credible

- We are evidence-based and research-led. Evidence is our starting point, not an add on.
- We seek to live by our values, including by reducing our carbon footprint. We know this isn't easy but we do our best. Where we struggle, we are open and honest about that.

### Integrated

- We act as a bridge between different sectors, disciplines and communities
- We recognise that public engagement and the work we do is a part of the puzzle, along with the work by other actors in the climate sector.

### Focused

- We focus on doing meaningful work that makes a difference to our mission. We seek leverage points in order to create systemic change.
- We recognise the tension between committing to our work and maintaining our wellbeing. We do not sacrifice the wellbeing of staff to this value, because we recognise that happy staff allow an organisation to be dynamic and creative.