

## Job Description

<b>Job title</b>	Executive Assistant	<b>Location</b>	Colombia
<b>Department</b>	CEO Office	<b>Length of contract</b>	One-year fixed term
<b>Role type</b>	Remote Part-time (0.5 FTE)	<b>Job level</b>	P7
<b>Travel involved</b>	Occasional, including bi-annual all-staff offsite meeting	<b>Safeguarding level</b>	TBC
<b>Reporting to</b>	<b>Manager:</b> Senior Executive Assistant and Support Manager  <b>Task Manager:</b> Members of the Senior Leadership Team	<b>Direct reports</b>	N/A

### Who we are

[Clean Air Fund](#) (CAF) is a global philanthropic organisation that brings together governments, campaigners, researchers, funders, and businesses to create a world where everyone breathes clean air.

### Clean air for all

We all need clean air to live, grow and thrive. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Globally, over 7 million people die every year because of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

In addition to harming our health, air pollution is linked to climate change.

It doesn't have to be this way.

Cleaning our air can be a solution to some of society's greatest challenges, from public health to climate change, children's development to sustainable economic growth.

### How we work

From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. We do this by:

- funding and partnering with organisations across the globe that promote air quality data, build public demand for clean air and drive action;
- influencing and supporting decision-makers to act on clean air and to strengthen the air quality cause; and
- working with communities that are disproportionately affected by air pollution.



### **What Clean Air Fund offers**

We are a growing organisation that is clear about what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to drive the air quality agenda and tackle air pollution across the globe. You would be joining an ambitious organisation that is expanding the scale of its work year-on-year and [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development. As a relatively new organisation, we are intentional about building trusting relationships and, to facilitate a strong culture across the team.

Everyone who works with us shares our values – collaborative, dynamic and evidence-informed – and a commitment to our mission. We are growing rapidly, so comfort with change and the ability to work at pace is vital, as is a desire to learn, improve and develop with the organisation. Find out [here](#) about our values, offices, benefits, salary and commitment to diversity, inclusion and equality.

### **Breathe Cities**

Breathe Cities is an initiative developed by the Clean Air Fund and C40 Cities, with the support of Bloomberg Philanthropies and the Children's Investment Fund Foundation. The initiative is expanding to at least ten new cities globally in 2023 and 2024 and plans to scale further in the coming years. Our goal is to support each city to achieve a 30% reduction in air pollution by 2030, compared to 2019 levels.

The Breathe Cities approach has been tested and proven through Clean Air Fund's pilots in London and Warsaw and builds on established partnership with C40 Cities to provide direct support and capacity building to city governments.

By working on the front line of the global air pollution crisis, this initiative has the potential to unlock urgently-needed change in cities and beyond.

### **Department background**

As part of the CEO's Office, the post holder will be exposed to the full range of responsibilities and functions of the organisation.

### **Job purpose**

This role supports the Director of Breathe Cities. As the Executive Assistant (EA), working alongside the Senior Executive Assistant and Support Manager, and CEO Office team, this role ensures the Director and their teams are supported to work efficiently and effectively and that team projects are facilitated to run smoothly. It's a role at the heart of a fast-moving organisation and offers an opportunity for hands-on work on projects combatting air pollution. Among the tasks is supporting the preparation for our Governance, including Committee meetings.

### **Scope of role**

The EA is responsible for diary management, which includes a lot of complex international travel and coordinating the preparations for high-profile international events. The post holder manages the Executive's emails to ensure that they give their attention to organisational priorities – both internal and external.

This position provides support on key team projects, internal and external events, and team engagement which require organizational and administrative input for success. There is scope for initiative, taking on the organisation of convenings, surveys and small conferences.

### **Key working relationships**

Internally the EA works closely with, amongst others the Senior Executive Assistant and Support Manager, the Head of the CEO's Office and Special Projects, Senior Leadership Team (SLT), wider CAF management team, Advisory Committee members and the Directorates of the SLT. Externally the main contacts are with CAF's funders, other organisations in the sector as well as the offices of politicians and Government officials.

### **Key accountabilities**

#### Executive Director support (60%)

- Act as the central point of contact for the Directors in their engagement with external and internal partners, grantees, peer community and other key relationships, and ensuring good working relations on behalf of CAF.
- Complex diary management, with conflicting priorities.
- Manage the Directors' inboxes, prioritise emails and respond where relevant.
- Liaise with team members to coordinate briefing documents and correspondence, and distributing agendas and papers for high-level meetings, both internally and externally.
- Coordinate preparation for upcoming events and speaking opportunities.
- Admin and logistic support, including room bookings, expenses.
- Act as an expert user of internal systems and update information on behalf of the Directors including timesheets contact database and expenses.
- Hold the signature for the Directors to ensure contractual documentation is signed on a timely basis as approved by the relevant Director
- Support with financial management, including budget tracking, uploading invoices, renewing subscriptions etc.
- Support the team with the process for grant approval and contracting.

Travel (20)%

- Organize and coordinate arrangement for regular international and national travel for the Directors, including researching and booking travel and accommodation.
- Arrange visa and related documentation, including medical requirements.
- Ensure that the Directors are fully briefed on the logistics and itinerary arrangements.

Governance support (20%)

- Work alongside the CEO Office Team to ensure good governance practice and ensuring all deadlines are met.
- Support with preparations for Breathe Cities Advisory Committee meetings and liaison with Committee members. This will include; agreeing and distributing agendas and accompanying paperwork, minute taking and logistical support for both online and in-person meetings.
- Where appropriate attend meetings, take minutes and ensure action points are followed-up.

**Essential technical competencies**

- Previous relevant experience, working for senior executives in a busy and complex environment; including diary management, agenda setting, minute taking, support with meeting logistics (online and in person), drafting communications.
- Experience managing international travel bookings.
- Strong interpersonal skills: engages with others to get the best out of them; works well as part of a team.
- Professional, sound independent judgment, strong organisational and project management skills and the ability to be flexible as priorities and needs change.
- Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner to maximise effectiveness.
- Ability to work unsupervised, a motivated self-starter, with strong problem solving and multi-tasking skills.
- Proficient in all areas of Microsoft. Must possess strong Word, PowerPoint, Excel and typing skills; ability to learn new packages, when required.
- Excellent attention to detail.
- Numerate, with a good understanding of basic budget processes.
- Fluent in English and Spanish, excellent communication skills, both written and verbal.

**Desirable technical competencies**

- Dynamic, confident, collaborative and with strong influencing skills.
- Experience of working in a global team across multiple timezones.

**Essential behavioural competencies**

- Ability to demonstrate a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines.
- Ability to work autonomously and with an instinctive pragmatic and problem-solving approach.
- Approaches situations strategically, methodically and with a high degree of rigour.
- Dynamic, takes action without undue oversight. Identifies what needs to be done and does it, displaying a can-do attitude. Shows initiative, comes up with proposals, and shares ideas.
- Supremely organised and methodical with impeccable attention to detail.
- Professional, sound independent judgment, and the ability to be flexible as priorities and needs change.
- Trustworthy and able to act with discretion, diplomacy and professionalism. The position is privy to confidential information that necessitates the highest level of confidentiality and judgment.
- Highest ethical standards and personal integrity.
- Ability to communicate clearly in writing and verbally with an appropriate amount of detail
- A self-starter with resilience, pace, and interpersonal flexibility.
- Adaptable when facing ever-changing scenarios and demonstrate resilience in your work ethic.
- Ability to develop strong interpersonal relationships across people of different backgrounds, including ability to effectively upward manage.
- Demonstrable alignment with CAF's mission and values.

**Further information**

- Candidates are required to have the right to work for the location they apply for.
- Clean Air Fund will not be able to support visa applications.
- Salary and benefits will meet local package.
- The role may involve some occasional out-of-hour working.
- This role will be remote. Occasional in-person meeting time may be arranged where possible.
- This role is part-time (0.5 FTE).