



Job Description

Job title	Executive Assistant	Location	London, UK
Department	CEO Office	Length of contract	Permanent
Role type	Global	Job level	P7
Travel involved	Occasional, including annual all-staff offsite meeting	Safeguarding level	TBC
Reporting to	Manager: Senior Executive Assistant and Support Manager (SEA&SM) Task Manager: Members of the Senior Leadership Team	Direct reports	N/A

Who we are

[Clean Air Fund](#) 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.

Find out about our 'Clean Air For All' strategy [here](#). Learn more about where we work [here](#).

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 comes into the office for 50% of their time.

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.

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 both the Executive Director of Breathe Cities & the Director of Breathe Cities – who are part of the Senior Leadership Team (SLT). As the Executive Assistant (EA), working alongside the Senior Executive Assistant and Support Manager (SEA&SM), and CEO Office team, this role ensures the Directors 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 combatting air pollution. Supporting governance is part of the role through the coordination of preparation for Board and 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, events, and team engagement which require organisational 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 CEO office team, SLT, wider CAF management team, Board and Grant 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 (40%)

- 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, 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 on Akoya go, Expenseln.
- 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.
- Organise Breathe Cities Executive meetings.



Breathe Cities programme and governance support (20%)

- Organise the Breathe Cities Advisory Committee meetings and support the Breathe Cities preparations for CAF Board and other Committee meetings. This may include agreeing and distributing agendas and accompanying paperwork, coordinating team members, minute taking and logistical support for both online and in person meetings.
- Support the Breathe Cities team with virtual and in meetings and events, including researching and booking venues and group travel.
- Where appropriate attend meetings, take minutes and ensure action points are followed-up.
- Support the team with the process for grant approval and contracting.
- Implement efficient systems and processes to track delivery of projects and tasks.
- Other admin and logistics support, as needed.

Travel(25%)

- 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.

CEO office & Cross organisational support (15%)

Support the CEO Office and provide CAF-wide support as required. This may include:

- Provide essential office management, EA cover and administrative support to cover annual leave in CEO office team.
- Support the logistical aspects of in person and virtual CAF-wide events such as annual team away days/retreats including researching and booking venues and group travel.
- Work alongside the CEO Office to support the annual in-person joint Board, GCAC and funders meeting, and other in-person governance meetings, ensuring good governance practice and that all deadlines are met.
- Lead on or coordinate ad hoc projects that support the organisation's priorities and the post holder's development



Person Specification

We value diversity – in backgrounds and in experiences. Air pollution is a universal concern, and we need people from all backgrounds and swaths of life to help create clean air for all. Clean Air Fund's team is collaborative, dynamic and evidence-informed. We have high standards and are results focused. We are deliberate about the kind of team and culture that we are building, seeking team members that are not only strong in their own aptitudes but are inclusive and care about supporting each other's growth.

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 including visa, logistics and itineraries.
- Strong interpersonal skills: engages with others to get the best out of them; works well as part of a team.
- Advanced proficiency in Spanish, including reading and writing for documentation and correspondence.
- 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 multitasking 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.

Desirable technical competencies

- Experience of working in a start up and/or fast growing organisation.
- Experience working in an international organisation.

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.
- The role may involve some occasional out of hours working.
- Home working can be facilitated for up to 50% of the time.