

Job Description

Job title	Executive Assistant (Temporary)	Location	London, UK
Department	CEO Office	Length of contract	3-month fixed-term contract
Role type	Global	Safeguarding level	TBC
Travel involved	Occasional, including any all-staff offsite meetings	Direct reports	N/A
Reporting to	<p>Manager: Senior Executive Assistant and Support Manager</p> <p>Task Manager: Members of the Senior Leadership Team (“SLT”)</p>		

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.



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 the Executive Assistant ("EA") team within the CEO's Office alongside allocated CAF Directors within the SLT when required. You will work alongside the Senior Executive Assistant and Support Manager (SEA&SM), and EA team. The EA team ensures that 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 and offers an opportunity for practical work on projects combatting air pollution.

Scope of role

The Executive Assistant is responsible for assisting the EA team and their Directors to ensure that the standard requirements are met and exceeded. The role will include assisting with diary management, booking and managing complex international travel and assisting with the coordinating the preparations for high-profile international events.

This position provides support on key team projects, 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 support role works closely with, amongst others, the SEA&SM, the Chief of Staff, SLT, CAF's wider management team. Externally, the role may interact with grantees, other organisations in the sector as well as the offices of politicians and Government officials.

Key accountabilities

Administrative Support to the EA team & Directors (40%)

- Administration and logistic support, including room bookings and calendar management.
- Coordinate meetings both internally & externally.
- Act as an expert user of internal systems and update information on behalf of the Directors, notably the inputting of expenses for the CEO & SLT on CAF's internal systems.
- Hold the signature for the Directors and add to documents after authorization.
- Support with uploading invoices, renewing subscriptions and other team administration.
- Chase documentation on behalf of EA team.
- Research as and when required.

Organisational support and project work (20%)

- Work alongside the CEO Office Team to support the Board and Committee meetings, and other in-person governance meetings.
- Lead on the logistical aspects of in-person and virtual events organized by the directorates such as annual team away days/retreats including researching and booking venues and group travel. Support with organisation of periodic all staff Offsite meetings.
- Support the team with the process for grant approval and contracting.
- Support on ad hoc projects that support the organisation's priorities and the post holder's development.
- Where appropriate, attend meetings, take minutes and ensure action points are followed up.
- Provide essential office management, EA cover and administrative support to cover annual leave.

Travel (20%)

- Organize and coordinate arrangements for national and international travel for Directors, including researching and booking travel and accommodation.
- Arrange visa and related documentation, including medical requirements.
- Ensure that the Directors/EA have all of the relevant details to ensure that their SLT 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 meetings. This will include setting up, minute taking and logistical support for both online and in-person meetings.

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 focussed. 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.
- 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 multitasking skills.
- Excellent attention to detail.
- Numerate, with a good understanding of basic budget processes.
- Proficient in using the latest Microsoft 365 tools, comfortable with cloud-based platforms like Microsoft Teams and SharePoint, adaptable to new ways of working, and an excellent understanding of basic cyber security and data protection hygiene. Must possess strong typing skills and ability to learn new packages, when required.

Desirable technical competencies

- Experience of working in a startup.

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.

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- 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.