

Job Description

Job title	Senior Executive Assistant to the CEO	Location	London, UK
Department	CEO Office	Length of contract	Permanent
Role type	Global	Reporting to	Chief of Staff
Travel involved	None	Direct reports	None

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 and 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 often 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 biggest challenges, from 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 and evidence, 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 and organizations that are willing to support this purpose.



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 is [making a real difference](#).

We provide a competitive reward package, flexible working and a commitment to supporting your learning and professional development.

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.

Job purpose

This is a senior Executive Assistant role supporting a high-performing CEO operating at pace in a fast-moving, complex and international organisation with a significant and growing external profile.

Scope of role

The Senior Executive Assistant sits at the centre of the CEO Office. The role combines exceptional execution of core Executive Assistant responsibilities (diary and inbox management, administration and logistics) with strong judgement and discipline in managing how the CEO's time and commitments are prioritised and supported.

The role involves managing a demanding and fast-changing workload, and coordinating across multiple internal and external stakeholders to ensure the CEO's schedule, commitments and logistics are well planned, executed smoothly, and run predictably—with no gaps or last-minute issues.

Working closely with the Chief of Staff, the postholder will operate independently within clear parameters, exercising sound judgement and escalating where additional input is required. They will also play a key role in bringing structure, discipline and consistency to how the organisation works with the CEO, including continuously improving processes, standards and ways of working.

Success in the role depends on delivering consistent, high-quality execution, maintaining strong forward planning, and anticipating needs several steps ahead – knowing when to be flexible and enabling, and when to hold the line to protect the CEO's time.

Key working relationships

Internally the Senior Executive Assistant works closely with the CEO, Chief of Staff, Senior Leadership Team (SLT), Board members, other executive assistants and staff at all levels of the organisation. Externally the main contacts are with CAF's funders, other influential organisation in the sector, and the offices of politicians, government officials and other senior leaders.

Key accountabilities

Diary, Inbox and Logistics Management

- Proactively manage a highly complex and fast-moving diary, balancing long-term planning, competing priorities and frequent changes
- Own the CEO's inbox management, including triage, prioritisation, drafting responses and redirecting appropriately
- Deliver all administration and logistics for CEO travel, meetings and commitments, ensuring clear plans and smooth execution at all times
- Ensure the CEO has everything required for each day, meeting, event or trip - with no gaps or last-minute issues
- Act as the primary point of coordination for all scheduling and logistical queries relating to the CEO
- Provide additional administrative and logistical support as required, working with the wider EA team as needed

Coordination and delivery

- Ensure all CEO commitments are planned end-to-end, including preparation, delivery and follow-up
- Set and reinforce clear expectations and deadlines, coordinating inputs across teams so that materials and logistics are ready on time and to a high standard
- Work closely with the CEO Office and wider EA team to support effective CEO engagement with the Senior Leadership Team, governance bodies and the wider organisation

Planning, prioritization and processes

- Maintain consistent and effective communication with the CEO and Chief of Staff to ensure alignment on priorities, expectations and changing needs
- Work with the Chief of Staff to prioritise the CEO's time - acting independently within clear parameters and escalating where required
- Maintain strong forward planning, staying several steps ahead, identifying risks early and resolving issues proactively

- Identify inefficiencies and co-design improved processes and ways of working with the Chief of Staff and wider organisation (e.g. planning timelines, briefing flows, prioritisation protocols)

In addition to the responsibilities listed, the postholder may be asked to perform any other reasonable duties assigned by the CEO or CoS at any time.

Person Specification

Essential skills and experience

- Significant experience as a senior Executive Assistant (or equivalent) supporting senior leaders with high-level external profiles, demanding schedules and high standards.
- Exceptional organisational skills and impeccable attention to detail; highly reliable and consistent
- Experience improving or establishing processes and ways of working that have strengthened prioritization and effectiveness of leadership and how the organization supports them
- Strong interpersonal skills. The ability to easily build trust and rapport with colleagues and stakeholders, to navigate and influence across teams, working collaboratively while holding people to deadlines and expectations
- Experience working across a range of cultural and socio-economic contexts, adapting style appropriately
- Excellent written and verbal communication
- 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.

Desirable skills and experience

- Experience supporting a CEO in 100+ person organisation
- Experience working in an international organisation
- Experience working in a start up and/or fast growing organisation.
- Experience in using advanced digital tools and technology to improve efficiency and effectiveness of their role (e.g. AI)
- Experience working alongside a chief of staff



Behavioral competencies

- Trustworthy and able to act with a high degree of discretion, diplomacy and professionalism.
- Calm under pressure and effectively manages competing demands - thrives in a fast-paced environment
- Proactive, takes initiative. Predicts the needs of the CEO, knows when to act independently and when to check in.
- Strong problem-solving mindset - takes ownership and finds solutions proactively
- Pragmatic and adaptable - knows when to be flexible and when to hold the line
- Demonstrable alignment with CAF's mission, values and goals.