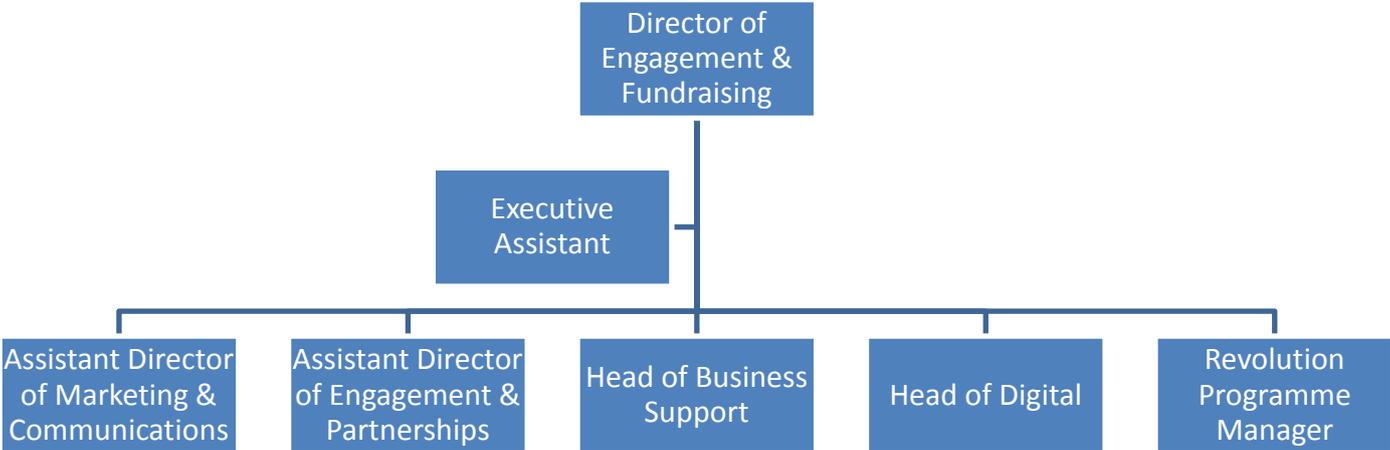


**Job Title – Executive Assistant to the Director of Engagement and Fundraising**

<b>DIRECTORATE:</b>	Engagement & Fundraising
<b>TEAM:</b>	Engagement & Fundraising
<b>REPORTING TO:</b>	Director of Engagement & Fundraising
<b>CONTRACT:</b>	12 month fixed term maternity cover



**WORKING RELATIONSHIPS:**

<b>Inside Diabetes UK</b>
Senior Leadership Team, Senior Management team, Executive Team and Team of Executive EA’s as well as all colleagues and stakeholders.
<b>Outside Diabetes UK</b>
Donors, supporters, Trustees, agencies and other key stakeholders.

## **OVERALL PURPOSE OF THE JOB**

The role holder is the first point of contact, proactively managing all aspects of executive assistant support to the Director of Engagement & Fundraising to enable them to maximize their performance and delivery.

## **MAIN DUTIES AND RESPONSIBILITIES:**

**Act as first point of contact internally and externally, managing the flow of information to and from the Director of Engagement & Fundraising.**

- Filtering communications and acting to resolve issues while ensuring confidentiality is maintained at all times.
- Collate, input and circulate important information to defined stakeholders.
- Maintain an up to date overview of the whole operation in order to refer internal and external enquirers to the right person as well as recognising the urgency/importance of the enquiry.

**Provide Executive Assistant support to the Director of Engagement & Fundraising.**

- Provide extensive diary and task management to the director in line with their priorities, ensuring deadlines are met and they are fully briefed for all internal and external meetings and events, including travel itineraries.
- Administratively support the director with all communications including screening emails, drafting appropriate responses and coordinating internal communications for the department and wider organisation. This will also involve the production or commissioning of documents, reports and presentations.
- Assist with budget and expenditure management for the Director including credit card and expenses processes.
- Take ownership for specific cross team projects.

**Provide secretariat support to the Director and Senior Leadership & Management Teams.**

- Supporting Senior Leadership Team and Senior Management Team meetings through assembling the agenda, taking minutes and following up of actions.
- Occasional support to Assistant Directors and Heads of Team for major meeting arrangements or to support key project initiatives that require co-ordination of reporting and scheduling.
- Coordinating the department planning schedule, pulling together information from the directorate for reports, tracking and managing key aspects of the organisational process for Board and ET papers on time and to a good standard.
- Maintain the Engagement & Fundraising Intranet Page and oversee accuracy and relevance of the data.
- To undertake any other works as could be expected of an Executive Assistant including covering for the absence of CEO's EA and other directors EA's when on annual leave etc..

## PERSON SPECIFICATION:

### The best person for this job will have the following skills:

- Highly proficient in spoken and written English.
- Handle a diverse workload that may at times stretch beyond the job description.
- Work to a high standard of accuracy and with attention to detail.
- Work autonomously, with minimum supervision.
- Employ a high level of discretion and diplomacy when dealing with confidential matters.
- Influence to get delivery from people at different levels of seniority.
- Work on own initiative, with a proactive approach to pre-empt what the Director might need, making sensible decisions on what can be done and what needs to be escalated.
- Set up and run systems and processes to support their role and to communicate them effectively to others.
- Produce high quality meeting minutes and action logs.
- Produce quality communications orally and in writing at all levels.
- Build excellent working relationships at all levels both internally and externally.

### The best person for this job will have the following experience and qualifications:

- Working at Director level providing high quality EA/ PA support.
- Taking high level minutes.
- Managing projects.
- Working with Office and administration systems in line with data protection.

### The best person for this job will be:

- An excellent communicator and relationship builder.
- Resourceful and tenacious.
- A skilled problem-solver, with great analytical skills.
- An excellent planner with sound organisational skills, able to prioritise multiple tasks seamlessly and respond to changing requirements at a quick pace.
- Confident in using a range of IT packages including spreadsheets, databases, email, word processing and Power Point.
- Pro-active with a 'can do' attitude.