

Friends of the Earth – Job Description

Job title	PA to Directors
Reporting to	Director of Finance & Regulatory Affairs
Team	Finance & Regulatory Affairs
Career stage	Grade F
Contract type	Permanent
Location	The Printworks, London

Purpose of role

To provide administrative, logistical and coordination support to up to four directors and to help to manage their time and priorities.

To work as part of the Senior Leadership Team support team, coordinating effectively with colleagues providing similar support.

Key responsibilities and tasks

- Act as first point of contact for the director, working discreetly and maintaining confidentiality
- Lead diary management including scheduling meetings, managing clashes, organising internal and external meetings with a range of stakeholders
- Manage directors' correspondence, including retrieving post and sort/redirect/taking action as appropriate
- Cascade action points from SLT, board and committees to relevant directors and their direct reports
- Book travel for directors
- Process directors' expenses
- Deal with directors' subscriptions
- Collate files
- Deal with correspondence, ie drafting simple letters, printing and posting
- Print papers as required
- Provide coordination and administrative support to directors' direct reports, departmental and team meetings, including 1:1s
- Provide administrative support to the learning and development function
- Coordinate discrete internal departmental or cross-organisational projects and events
- Support organisational meetings and staff away days
- Undertake other duties and responsibilities as may be required and subject to workload, including email management

Person specification	
Essential Criteria	
<ul style="list-style-type: none"> • Ability to prioritise workloads in a fast-moving environment • Ability to anticipate, interpret and act upon permanent and changing priorities • Excellent organisational, time management and administrative skills • Strong professionalism and experience of discreet handling of confidential and sensitive information • Excellent attention to detail • Excellent communication skills and ideally experience of writing briefs and correspondence and of researching and collating information • Experience in project coordination 	
Date approved	March 2019
Date reviewed	March 2019

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation to reflect or anticipate changes, in, or to, the post and the organisation.

The job description gives an overview of the main responsibilities of the role. The day to day role will also involve any other duties and responsibilities, express and implied, which arise from the nature and character of the post.