

Friends of the Earth – Job Description

Job title	Executive Assistant
Reporting to	Governance and Organisation Business Manager
Team	Governance Team
Career stage	Grade E
Line management	None
Purpose of the role	
<p>To provide high level executive support to the Senior Leadership Team (SLT) as a whole and individual Directors, ensuring their optimised functioning and thereby enabling effective leadership of Friends of the Earth.</p> <p>To coordinate a number of cross-organisational meetings, projects and events, supporting the effective running of the organisation and staff engagement.</p>	
Key responsibilities and tasks	
<ul style="list-style-type: none"> • Plan and support SLT, leadership, cross-organisational and departmental meetings, including forward planning, agendas, papers, minute taking and follow-up actions. • Cascade action points from SLT, Board and Committee meetings to relevant Directors and support integrated working in collaboration with the Governance and Organisation Business Manager. • Support internal communications between SLT and the wider staff body, and support staff to work effectively with SLT. • Act as the first point of contact for Directors and all meetings/events that involve SLT as a whole, working discreetly and maintaining confidentiality. • Lead diary management for Directors (including scheduling meetings, managing clashes, organising internal and external meetings with a range of stakeholders) based on a clear understanding of their priorities, workload and preferred ways of working. • Manage Directors' correspondence, including email management where required, drafting letters, printing, retrieving post and sorting/redirecting/taking action as appropriate. • Lead in the development and implementation of administrative and other tools and systems to help SLT manage Friends of the Earth effectively. • Coordinate SLT, leadership, cross-organisational and departmental away days and workshops, including event management and supporting those that are facilitating such sessions. • Coordinate and support discrete departmental and cross-organisational projects and events. • Plan and deliver an engaging annual calendar of all-colleague engagement events, including all-colleague meetings and conferences. • Ensure efficient governance record keeping. • Delegate to and supervise the Governance and Performance Assistant as appropriate. <p><i>You will also need to be aware of and follow Friends of the Earth policies and procedures, with particular attention to safeguarding, equality, diversity & inclusion, and our values.</i></p>	
Person specification	
<p>Essential:</p> <ul style="list-style-type: none"> • Experience of providing executive management support at Director, Chief Executive or Board level. • Exceptional organisational and planning skills and the ability to exercise sound judgement and prioritise effectively, including on behalf of others, in line with organisational strategy. 	

- Takes responsibility and plays a part in decision making with and on behalf of senior leadership.
- Can understand the subtleties and complexities of issues discussed by SLT and thereby can properly support their processes.
- Ability to prioritise workloads in a fast-moving environment.
- Ability to take initiative and anticipate, interpret and act upon permanent and changing priorities.
- Experience in project and/or event coordination.
- Excellent organisational, time management and administrative skills.
- Strong professionalism, a high level of integrity, ability to be diplomatic and experience of discreet handling of confidential and sensitive information.
- Excellent attention to detail.
- Excellent communication skills and experience of communicating effectively with a wide range of people, including the most senior levels of the organisation.
- Excellent written skills and experience of writing formal meeting minutes.
- Excellent IT skills (including MS Word, Excel, PowerPoint, Outlook, digital survey platforms and remote communications technology).

Our Values

Ability to demonstrate, understand and apply our values.

Integrity – We demonstrate integrity throughout everything we do, internally and externally.

Impact – We make the biggest impact we can through good analysis and judgement, insight, feedback and focus.

Leadership – We motivate others through our individual and collective actions, our compelling vision, and our clarity on what work needs to be done.

Focus on Friends – To build our influence we put new and existing ‘friends’ at the heart of our work.

Accountability – We hold ourselves and other to account for our work and how we work.

Learning and Enquiring Mindset – We learn continuously, challenging our own assumptions and habits while expanding our horizons to enable us to improve the impact of our work.

Date approved	March 2019
Date reviewed	November 2021

Friends of the Earth staff are not permitted to hold office for political parties or stand as candidates for political parties. Staff should also seek permission from the Senior Management Team if they wish to hold a non-public facing official role in a political party. If this is an issue, please do raise this with us as soon as possible .

This job description is current as at the date shown above. In consultation with the post-holder it is liable to variation by the Director 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.