



Brian McKay

Senior Executive Assistant to Chief Executive Officer

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough,
FFI Vice-president

Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work through local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world's longest established international conservation body; our conservation work, and impact, spans the globe.

The Opportunity

We are seeking an exceptional and talented individual to carry out the critical role of Senior Executive Assistant to the CEO within a well-established, dynamic, global conservation charity. Your responsibilities will include providing comprehensive executive support to the CEO, supporting the CEO in the management of key stakeholder relationships, managing CEO projects, and facilitating the nexus between the CEO and all facets of the organisation. You will also ensure the smooth running of the CEO office and manage other members of the CEO team.

You will have outstanding interpersonal and communication skills to develop positive, productive work relationships, as well as the ability to maintain a high degree of confidentiality and act with tact and diplomacy at all levels. You will have the ability to make administrative and procedural decisions and have sound judgement on sensitive, confidential, urgent issues, whilst working under minimal supervision and in a fast-paced environment. Outstanding organisational and time management skills, a methodical, efficient approach, and a real attention to detail are essential for this role. With a keen interest in conservation issues, you will be committed to and enthusiastic about FFI's mission. International experience and good experience working in a similar role are essential.

In return, we offer the opportunity to work for a ground-breaking organisation at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance, life insurance and salary exchange schemes. Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.

Terms and Conditions

Start Date:	As soon as possible
Duration of Contract:	Permanent
Probation Period:	Six months
Salary:	circa £45,000
Location:	Fauna & Flora International, Cambridge (some remote working from within the UK may be considered)

Benefits: 25 working days' annual leave entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed

For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months' continuous employment.

Group Life insurance, currently set at a benefit of 4 x basic salary

Hours of Work: This is a full-time position working 37.5 hours per week Monday to Friday inclusive.

Job Description

Job Title: Senior Executive Assistant to Chief Executive Officer (SEA to CEO)

Reporting to: Chief Executive Officer (CEO)

Line manages: Executive Assistant to Senior Management Team (EA to SMT)
Administrative Officer

Key relationships: VIPs, President, Vice-Presidents, Trustees and SMT

Purpose:

- Provide comprehensive executive assistance to the CEO
- Support the CEO in the management of key stakeholder relationships
- Manage CEO projects and events
- Facilitate the nexus between the CEO and all facets of the organisation
- Ensure the efficient and effective running of the CEO's office
- Ensure that efficient and effective support to members of SMT is provided by EA to SMT and Administrative Officer

Main Duties:

Executive Assistance and Management

- Provide strategic, tactical and administrative support to the CEO in the management of key relationships, including VVIPs, VIPs, President, Vice-Presidents, Trustees and partners, including direct communication and in liaison with other key players across SMT, fundraising, communications and governance teams
- Provide strategic, tactical and administrative support to the CEO in the management of key fundraising relationships, working closely with SMT and the fundraising, communications and marketing teams
- Manage CEO projects and events, liaising with internal and external stakeholders, with a particular focus on VVIP, VIP and Trustee projects and events
- Liaise with the SMT regarding matters related to the CEO and the CEO's team

- Liaise with the President, Vice-Presidents and Trustees regarding matters related to the CEO and SMT
- Attend weekly SMT meetings and ensure accuracy of minutes
- Attend monthly Executive Committee, and twice a year Council meetings and ensure accuracy, completeness and high standards of minutes and Board papers
- Manage the EA to SMT and Administrative Officer to provide efficient and effective support to members of SMT
- Liaise effectively with FFI's UK and overseas staff, functioning as an interface between the CEO and FFI's global staff
- Manage items requiring the CEO's formal review and authorisation for both internal and external stakeholders, including coordinating the CEO's review and approval of FFI reports and the development/drafting of presentations and proposals
- Facilitate effective information flow across the organisation, on behalf of the CEO
- Manage the CEO office's departmental budget, and track and forecast expenditure
- Line manage designated staff through clear objective setting, continuous performance management, annual appraisal, training provision and personal development planning to ensure the effective and timely delivery of programmes of work and to develop individuals and their functions
- Manage the CEO's office and ensure it runs efficiently and effectively

Administrative Support

- Manage the CEO's diary and schedule, including:
 - Proactively identifying priorities and commitments
 - Arranging internal and external meetings and coordinating logistics
 - Providing incidental personal support when required
- Manage the CEO's email inbox and correspondence, including:
 - Maintaining high-level communications
 - Taking dictations
 - Drafting correspondence
 - Proofreading documents
 - Verifying technical information
 - Answering and screening calls
- Support CEO adherence to FFI travel procedures and arrange travel, including:
 - Developing itineraries
 - Arranging flights, hotels and transfers
 - Securing visas and ensuring travel documents are in place
 - Supporting submission of Travel Risk Assessments and Travel Authorisation Forms
 - Preparing travel packs
- Work closely with Operations teams to ensure the CEO's adherence to FFI's policies and procedures
- Ensure the processing of CEO's expenses is done timely and accurately in accordance with FFI's policies and procedures
- Provide support for CEO Trusteeships when acting as nominee of FFI, liaising with external organisations as appropriate
- With the agreement of the Line Manager, perform any other tasks that may be requested from time to time, which are appropriate to the SEA to CEO skills and experience and relevant to the scope of the role

Person Specification

	Essential	Desirable
Skills	<ul style="list-style-type: none"> • Advance executive assistance skills • Excellent interpersonal, diplomacy and influencing skills • Excellent speed writing, typing and minute taking skills • Excellent verbal and written communication skills • Excellent relationship management skills • Ability to apply sound judgement and discretion in all areas of work • Excellent analytical and problem-solving skills • Methodical, efficient, and highly organised approach to work • Meticulous attention to detail • Advanced MS Office skills, including PowerPoint • Fluency in English 	<ul style="list-style-type: none"> • Additional foreign language skills
Knowledge and experience	<ul style="list-style-type: none"> • Experience working in a similar executive assistance role at a similar level or relevant transferable experience • Degree or equivalent level qualification or experience • Experience working in an international arena 	<ul style="list-style-type: none"> • Good knowledge and understanding of conservation • Experience servicing Boards and/or committees • Experience managing events • Experience managing projects and teams • Experience managing key high-level relationships
Behavioural qualities	<ul style="list-style-type: none"> • Adopts proactive and pre-emptive approach to work • Able to work autonomously • Demonstrates readiness to adapt to continuously changing priorities in a fast-paced environment • Maintains composure under pressure • Builds positive personal and organisational relationships • Strong cultural awareness and international mindset 	
Other	<ul style="list-style-type: none"> • Commitment to FFI's values • Keen interest in conservation and commitment to FFI's mission 	

FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications should consist of the following:

- Covering letter explaining why you are applying, relating your experience and skills to the role
- Full CV
- Contact details for two referees (who will not be approached without your permission)

Applications should be submitted electronically to nazish.arshad@fauna-flora.org

Please mark your application '**Senior Executive Assistant to CEO**' and indicate in your covering letter where you saw this position advertised.

The closing date for applications is **Sunday 1 August 2021**.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Officer, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity