

Job Description and Person Specification

Assistant to the Chief Executive

Salary: £18,000-20,000

Location: Flexible/hybrid working arrangements are possible.

Contract: 1-year fixed term contract (extendable) with a 3 month probationary period.

Line manager: Finance and Operations Manager

Benefits: 4-6% matched pension contributions, access to Employee Assistance Program. 25 days paid holiday per year.

Please complete the application form and return to office@humanists.international. Please do not attach a CV or any other documentation, it will not be considered by the interview panel.

Humanists International is a small but very busy organization. You will be joining a team based mainly in London, but also Brussels, Philippines and Glasgow. You will be supporting a busy and dynamic Chief Executive by assisting with governance and administrative tasks. This job will suit someone who is enthusiastic and energetic, and who is able to manage competing priorities calmly and effectively. This postholder will have to represent the chief executive internally and externally, so will have excellent communication and interpersonal skills.

Duties will include:

- Taking and preparing board meeting minutes (6 times per year), as well as other meetings as and when required.
- Preparing meeting agendas and other necessary documents
- Preparing board papers (including coordinating and liaising with the management team)
- Diary management and meeting planning (with staff, board members and external stakeholders)
- Developing and maintaining an annual schedule of meetings with staff, board members and other management and governance arrangements.
- Arranging travel and accommodation for the Chief Executive and board members
- Arranging board meetings (which take place at various locations internationally, and also online)
- Preparing and attaching expense receipts to Chief Executive's monthly credit card statements.

- To be the first point of contact for the organization, taking phone calls and managing the organizational email inbox (dealing with general correspondence, and forwarding it to the relevant staff member)
- Assisting the chief executive to manage their email inbox
- Attending office tenants meetings and carrying out other responsibilities as an office representative. (Such as: welcoming office visitors, liaising with office management team regarding office repairs, IT needs and issuing of IDs etc., maintaining a good relationship with the office management team and passing on any notices to staff.)
- Spending up to 5 hours per week managing the triage process for our casework support inbox - further training and supervision provided
- Otherwise assisting the Finance and Operations Manager with other admin tasks as and when required
- Any other appropriate duties

Person specification:

Essential:

- Fast, agile worker
- Willingness to travel internationally
- Ability to multitask
- Excellent written and verbal communication skills in English
- Excellent IT skills
- Experience using Google G Suite
- Excellent attention to detail
- Proactive approach to problem solving

Desirable:

- Experience as in the charity sector
- Experience working in an international organization
- Experience as an assistant to a chief executive
- Understanding and sympathy for Humanists International's values
- Additional languages (French, Spanish, Arabic in particular)