

## Executive Assistant to the CEO

<b>Location</b>	UK. The post holder will be required to work from the London office at least 1 day a week
<b>Department</b>	Chief Executive’s office
<b>Reports to (Line Manager)</b>	Senior Executive Support to the Board of Trustees
<b>Salary Grade</b>	UK Grade C
<b>Contract Type</b>	12 months. 17.5 hours per week (over 4 or 5 days)

### About HelpAge

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HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

Our work is driven by our desire to deliver real impact for older people, to be inclusive, to work in partnership and to learn from our shared experience. Our 2030 strategy Ageing in a Just World sets out how we will work together to shape the future we all share. By ensuring that all our work promotes wellbeing, dignity and voice, we can be a positive influence in the lives of current and future older people.

HelpAge International is entering into an exciting phase of its evolution as we fundamentally transform what we do, how we do it and how we are organised. Driven by our commitment to the localization agenda, we are evolving the way we partner and deliver value at the country and local level. In the coming 3 years, we will localize our country offices and programmes, and develop new and diverse forms of partnerships globally. We seek to give primacy to local agents for change. To this end, we will replace all programmes delivered by HelpAge staff and resources on the ground with implementation by partners. This will apply across all our work -humanitarian and long-term development. Going forward, our value is framed around supporting, convening and thought leadership. A key way of creating value and bringing impact is collaborating across boundaries and by bringing different perspectives, skills and talent together. We will deliver our work through agile teams and a global operating model, with regional roots, to focus on impact and maintain the relationships at the national level to help build collaborations and support others to set their own agendas.

## About the Job

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As Executive Assistant you will –

Provide administrative support to the Chief Executive and work with the Senior Executive Support to the Board in carrying out their duties in supporting the Board of Trustees and the Leadership Group.

## Key areas for impact/influence and responsibilities

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### Board

- Preparing for Board and Committee meetings.
- Prepare packs for Board meetings.
- Arrange flights, visas, hotel bookings and expenses for Board members.

### CEO & Leadership Group

- Manage the calendar of the CEO, booking meetings with staff and external stakeholders.
- Manage the inbox of the CEO (pulling out key emails that need reading/replying / overdue).
- Prepare briefing packs for the CEO when going to external meetings and travelling.
- Organise and monitor CEO's monthly expenses.
- Arrange flights, visas, and hotel bookings for the CEO.
- Book meeting rooms or external venues for meetings.
- Work with the Leadership group to schedule meetings and take minutes of meetings.
- Arrange Executive Leadership away days.

### General

- To deal with and support other general administrative matters, as agreed
- To take on specific research or projects, as agreed

## Skills and experience required

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- Significant experience working as an administrative assistant to senior staff.
- Significant experience in organising meetings.
- Experience in organising complex international travel essential.
- Ability to exercise discretion, and strong judgement and to take

- appropriate actions without supervision.
- Advanced level in Word, Excel, PowerPoint, and Outlook
- Experience in budget management
- Excellent verbal and written communication
- Demonstrated ability to develop and manage effective administrative systems.
- Proven ability to work on own initiative and to prioritise workload.

## Key Behavioural Competencies

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At HelpAge International, we believe in the importance of empowering our people to be change makers and leaders at all levels. We expect our people to embrace and live our values, challenging themselves every day to identify issues that are most important to older persons and their communities, and to make an impact that matters.

In addition, as an HelpAge employee you are expected to:

Competencies	Description
Working Collaboratively with Others	Work collaboratively, building mutual trust and respect, with external organisations and partners to achieve our strategic aims and objectives; being accountable for the work we do together.
Adaptability and Flexibility	Adapt to new directions or opportunities arising within the organisation and in our work area; being flexible in our role, constantly using the feedback to learn more and evolve further.
Supporting and Facilitating Change	Lead behavioural and cultural change through embracing a supportive, collaborative and highly inclusive environment where everybody feels supported, respected and engaged.
Extend HelpAge's Reach and Impact	Extend HelpAge's reach and impact by creating and identifying new business development opportunities and building relationships with new partners.
Diversity and Inclusion	Lead and promote a culture of including the voices of older people across our support, convening and thought leadership roles, in a way that is transformative, empowering and highly inclusive of those marginalised by gender, economic status, disability and other factors of discrimination.
Leading Others (for managers)	Demonstrate strong leadership to own unit/department and manage people in a well and reputable manner. Create an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

## Safeguarding

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HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. The post holder will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes to anyone that encounters our work.
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism.
- Complying with all safeguarding framework policies and practices.
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

### **SAFER RECRUITMENT**

All employments at HelpAge International will be subject to satisfactory references and appropriate screening checks, which can include misconduct disclosure schemes and terrorism finance checks.