

Job Description

Job Title: Executive Assistant

Reference: UK100J17

Salary: £24,500

Hours: Full Time, Permanent

Location: Virtual but will be office based in London in the future

To support the development and delivery of UK100's operations by providing key administrative and business support, including email and diary management, to the Director and Policy Director and playing a vital role in communicating with UK100's external contacts. This role is an excellent entry point to the environmental sector.

UK100 is a not for profit environmental organisation which achieved outstanding growth last year. This year UK100 aims to achieve just as much. UK100 also incorporates an equal opportunities mission, whereby it values the voices of each of its employees in order to progress in a collaborative, innovative and well balanced way.

Key responsibilities:

- Coordinate executive communications, including taking calls, responding to emails and interfacing with external contacts
- Manage the diary and travel arrangements for UK100's Director and UK100's Policy Director
- Support the company secretary to the management and delivery of UK100 Board and Advisory Council meetings and actions
- Manage general email enquiries to UK100
- Drafting emails / letters to government officials
- Perform the role of lead contact for UK100 with office management (when we return to office working)
- Support the delivery of UK100 involvement in events and meetings as appropriate - including at party political conferences
- Assist UK100 staff in arranging meetings
- Prepare meeting agendas, perform research for meetings, and take minutes during meetings

- Support and comply with UK100's guidance on branding, tone of voice and key messages, positively contributing towards raising UK100's profile
- We are a small team. Ad hoc duties will thus arise, and every staff member is expected to support the team efforts.

Place in organisational structure:

The post holder will:

- report to the Programmes & Operations Manager
- work closely with the Director and the Policy Director

Key relationships:

Internal: Programmes & Operations Manager

Director

Policy Director

Campaigns Officer

Campaigns Manager

Senior Communications Officer

Parliamentary Officer

External: Relevant business and corporates

NGO's and partner organisations

Parliamentary and local government offices

Working Conditions: The postholder can be based in the UK100 London office (once we return from remote working), and will be expected to be flexible in the ways hours are worked. Some travel around the UK will be required.

Special Note: This job description does not form part of the contract of employment, but indicates how that contract should be performed. The job description may be subject to amendment in the light of experience and in consultation with the post holder.

Compiled by: The Director

Date last revised: January 2021

Person Specification

Criteria	Essential
Knowledge	<ul style="list-style-type: none">- Understanding of relevant organisational best practice and the systems and processes that support it- Knowledge of climate emergency and related issues
Experience	<ul style="list-style-type: none">- Event management- Diary management - preferably in a campaign or governmental (local or national) context
Skills and abilities	<ul style="list-style-type: none">- Strong diary management and scheduling skills- Strong attention to detail- Excellent communication skills and email manner- Ability to develop and maintain effective relationships- Digital literacy, experience with G-suite, Zoom and Excel preferable- Being able to perform tasks efficiently under pressure
Other	<ul style="list-style-type: none">- Committed to the vision of UK100, with a motivated, can-do attitude- Interest in the UK political landscape, nationally and regionally

Closing Date: 3rd February 2020 23.59 GMT

Interviews: To be held virtually on week commencing 8th Feb 2021

Application Details: Please send a CV (max 2 pages) and a cover letter that sets out how you would take forward the role and what you see as the main priorities (max 1 page) to: jobs@uk100.org