Job Description

<table>
<thead>
<tr>
<th>Job title</th>
<th>Location</th>
<th>Length of contract</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Assistant – Programmes and SP&amp;C</td>
<td>London. UK</td>
<td>Permanent</td>
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<table>
<thead>
<tr>
<th>Department</th>
<th>Task Manager: Director Strategic Partnerships and Communications</th>
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<tbody>
<tr>
<td>Programmes and Strategic Partnerships &amp; Communications</td>
<td>Director Strategic Partnerships and Communications</td>
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<tr>
<th>Role type</th>
<th>Job level</th>
<th>Reporting to</th>
<th>Direct reports</th>
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<tbody>
<tr>
<td>Global</td>
<td>Analyst</td>
<td>Manager: Director Programmes</td>
<td>n/a</td>
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<td>Task Manager: Director Strategic Partnerships and Communications</td>
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<tr>
<td>Travel involved</td>
<td>Safeguarding level</td>
<td>10% nationally</td>
<td>TBC</td>
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<tr>
<td>Safeguarding level</td>
<td></td>
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Who we are

Clean Air Fund is a philanthropic initiative that works around the world with governments, funders, businesses and campaigners to deliver clean air for all as fast as possible.

Clean air for all

We all need clean air. Yet 9 out of 10 people breathe harmful, dirty air, making air pollution one of our biggest health threats.

Over 7 million people die every year as a result of air pollution – more than twice as many as from malaria, tuberculosis and HIV/AIDS combined. The poorest communities, living in the most congested areas, are hit the hardest. Babies, children and older people suffer most.

But it’s far from only a health problem. Since both air pollution and climate change are mainly caused by burning fossil fuels, they share many of the same solutions.

How we work
From grassroots to government, Clean Air Fund supports partners to accelerate action on clean air. Our grants, research and other activities are delivered globally, at a country level and thematically.

- Through our global programme, we raise air pollution up the political agenda, galvanise commitment to international targets, support standard setting and knowledge development and mobilise funding. Current global partners include C40 Cities Climate Leadership Group, the World Economic Forum, and the World Health Organisation.
- Our work in a small number of ‘lighthouse geographies’ is designed to test approaches, support change, and learn lessons about what works. We are currently working in India, Poland and Bulgaria, and the United Kingdom, and will begin work in Ghana in 2022.
- Alongside our in-country and global activities, we focus on themes such as air quality data and stakeholder groups such as businesses, to build and support a movement for clean air.

What we offer

We are a new organisation that is clear on what we offer and what we expect from everyone in the team.

We offer the opportunity to be at the heart of efforts to reduce air pollution across the globe, working with an exceptionally high calibre team. You would be part of shaping a growing and ambitious organisation, benefitting from our support and commitment to your learning and career development.

In return everyone who works with us is expected to share our values – collaborative, dynamic and evidence-informed - and to do their utmost to deliver our strategic objectives according to their role. As we are growing rapidly, comfort with almost continuous change is vital as is the desire to learn, improve and grow with the organisation.

Country or department background

The Clean Air Fund has recently expanded substantially and requires a dedicated person that support the administration of Programme and Strategic Partnerships and Communications (SP&C) teams. This role sits in the Programmes team but provides 50/50 support to both Directors.

Job purpose
This role provides administrative support to the Programmes and Strategic Partnerships and Communications Directors to help ensure the smooth running of their functions. The role also supports the Grants and Charitable Activities Committee.

Scope of role

This position is responsible for providing administrative support to the Programmes and SP&C Directors. The EA, Programmes & SP&C will, on occasion, be involved in related projects within the respective departments. The majority of work will be process led, but the role has some autonomy on how to manage their workload and this will increase with time.

In addition, the post holder will support the organisation and delivery of the Grants and Charitable Activities Committee, which meets four times per year and approves the organisation’s grant making and direct delivery activity. This Committee is managed by the Director of Programmes.

Key working relationships

The key internal working relationships are staff based in the Programmes and SP&C teams. External working relationships will include funders, grantees and other organizational partners.

Key accountabilities

Directors administrative support 60%

- Act as liaison point for both Directors in their engagement with external and internal partners, grantees, and other key relationships and organise relevant meetings with them
- Manage Directors diaries, resolving conflicting priorities and periodic international travel.
- Provide logistical support – booking meeting rooms and office space
- Hold the signature for the Directors to ensure contractual documentation is signed on a timely basis as approved by the relevant Director
- Support with financial management, including budget tracking, uploading invoices, handling expenses, renewing subscriptions etc.
- Act as an expert user of internal systems and update information on behalf of the Directors on the Hub Planner for timesheets, Akoya go, ExpenseIn
- Support the engagement of consultants by sourcing quotes, organizing interviews and completing procurement procedures

Event Coordination and project support 20%

- Lead on the logistical aspects of in person and virtual events organized by the directorates such as annual team away days/retreats including researching and booking venues and group travel
- Liaise with internal and external speakers
- Act as minute taker of these events and follow on actions agreed
- Support smooth communications pre, during and post event
- Lead on adhoc projects as required by the relevant Director
- Provide office management and administrative support to cover annual leave of the other administrative roles based in the UK, including office phone line cover and other urgent tasks
Travel 10%

- Organize international and national travel for the Directors, including:
  - researching and booking travel and domestic transport
  - accommodation,
  - arranging visa and related documentation
  - medical requirements and creation of itineraries.
- Support with the coordination of the itinerary during the trip and necessary documentation for meetings and presentations
- Troubleshoot last minute requirements
- Provide administrative and travel support for incoming team visitors. Provide guidance and administrative support to guest participants to virtual internal events organized by the directorate
- Support with preparation of meetings – compilation of travel dossiers; help with finalizing presentations, briefing notes, etc

Grants and Charitable Activities Committee 10%

- Support the quarterly Grants and Charitable Activities Committee meeting. This will include; agreeing and distributing agendas and accompanying paperwork, minute taking and logistical support for both online and in person meetings.

Person Specification

Essential Technical Competencies

- Previous PA/EA experience, working for senior executives in a busy and complex environment; including diary management, minute taking, support with meeting logistics (online and in person), drafting communications.
- Strong organisational and project management skills
- Ability to work unsupervised, a motivated self-starter, with strong problem solving and multi-tasking skills
- Excellent attention to detail
- Proficient in all areas of Microsoft. Must possess strong Outlook, Word, PowerPoint, Excel, MS Teams, SharePoint and typing skills; ability to learn new packages, when required.
- Experience managing international travel bookings.
- Numerate, with a good understanding of basic budget processes.

Desirable Technical Competencies

- Previous experience as a scheduler or manager of executive time.
- Experience of working in a start up
• Evidence of capacity to work in range of cultural and socio-economic contexts, adapting style and approach appropriately and in a culturally sensitive manner to maximise effectiveness

Essential Behavioural competencies

• Ability to develop strong interpersonal relationships across people of different backgrounds
• Ability to communicate clearly in writing and verbally with an appropriate amount of detail
• Professional, sound independent judgment, and the ability to be flexible as priorities and needs change.
• Good relationship management skills including ability to effectively upward manage
• Trustworthy and able to act with discretion and professionalism
• Dynamic, takes action without undue oversight. Identifies what needs to be done and does it, displaying a can-do attitude. Shows initiative, comes up with proposals, and shares ideas
• Demonstrable alignment with CAF's mission and values

Further information

• Home working is facilitated in the organisation
• The role may involve some occasional out of hours working
• Some national travel may be required