Job Specification: Executive Assistant to the Leadership Team

Department: Management Support Team
Scale: HQ 3
Line managed by: Executive Assistant to the CEO and Company Secretary
Responsible for line managing: N/A
Location: MAG HQ

MAG's Vision: A safe and secure future for men, women and children affected by armed violence and conflict.

MAG's Mission: MAG saves lives and builds futures by working with others to reclaim land contaminated with the debris of conflict, to reduce the daily risk of death or injury for civilians, and to create safe and secure conditions for development.

Job Purpose:

To provide a professional and confidential business support to the Leadership Team comprising of seven Directors. Ensure key organisational pieces of work make progress by coordinating internal and external stakeholders to ensure deadlines are met. The post holder is an integral member of the Leadership Team delivering advice and guidance to the Directors.

Job Description

Leadership Team Executive Assistance

- Exercise independent judgement in assessing situations that arise in order to determine the best course of action.
- Coordinate, plan and develop Leadership Team meetings. Develop agendas and papers and ensure that key discussions and actions are followed up and where required direct appropriate departments on actions required.
- To proactively contribute to Leadership Team meetings and provide advice and guidance to the Directors on a range of tactical issues.
- Oversee the management of Leadership Team diaries and organise complex international travel arrangements, including liaising with a variety of internal and external contacts to arrange meetings, ensuring that time is prioritised effectively and appropriately.
- Provide support and initiate planning for key strategic meetings, which may include the Board, Committees and ad hoc meetings.
- Coordinate Performance Management Review meetings and paperwork on behalf of the Leadership Team.

Project Management and Business Planning

- Manage the delivery of projects under the direction of the Leadership Team, supporting the agenda of the Directors. Working in conjunction with departments to ensure priorities are met to scope, on time and to budget. Effectively communicate the status of projects both at agreed communication points and to alert Leadership Team to areas of concern.
- Assist in the effective implementation of the annual business planning process under the direction of the Strategy, Government Relations & Partnerships Director.

Information and Communications Management

- Oversee the management of the Leadership Team Outlook Mailboxes, dealing with incoming emails, sorting and filing these as appropriate, responding on behalf of the Directors as requested.
- Provide timely and relevant information to support decision making and planning, dealing with people at the most senior level both internally and externally and appropriately representing MAG and the Leadership Team at all times.
- Collating, preparing and disseminating information and data as required by the Leadership Team (for internal and external correspondence, papers, PowerPoint presentations, reports, and providing appropriate information for meetings and events).
- Accurately review, proofread and assist with materials ensuring accuracy and completeness.

Executive administration

- Ensure all administrative tasks are completed on behalf of the Leadership Team including, but not limited to, expenses, time sheets and annual leave requests.
- Purchasing items and providing any other day-to-day support for the Leadership Team as required, ensuring best use of time and resources.

Cover

- To provide support to and cover for the Executive Assistant to the CEO as required.
- To provide service cover for the Management Support Team as required.

All HQ staff are expected to undertake the following general duties:

- Work within the framework of MAG's core values, promoting its ethos and mission statement.
- Work towards achieving programme and/or department business plan objectives.
- Ensure familiarity with and adhere to all MAG policies and procedures and keep informed of MAG activities.
- Travel overseas to support MAG programmes as and when required.
- Understand and uphold the standards outlined in MAG's Safeguarding Framework, acting with due care and attention to safeguard the wellbeing of anyone that comes into contact with MAG's work and reporting concerns if they do arise.

This is a non-contractual document that can be varied from time to time as circumstances dictate. This job description is intended to summarize the main duties and responsibilities of the post; this is not intended to be a full and exhaustive list of tasks. All MAG staff are expected to demonstrate flexibility and willingness to perform appropriate tasks when the need arises.

Person Specification

Essential Experience

- Proven experience as an Executive Assistant to a Chief Executive and /or Senior Management Team.
- Proven Project Management experience.
- Experience of minute taking at strategic meetings.

Essential Skills and Knowledge

- Excellent communication and interpersonal skills, ability to build effective working relationships and deal appropriately with key contacts at all levels both internally and externally.
- Professional, ensuring that MAG and the Leadership Team are represented appropriately at all times both internally and externally.
- Ability to ensure confidentiality is adhered to, and information is dealt with appropriately.
- Working autonomously as well as supporting team colleagues where appropriate.
- Ability to exercise good judgement, show initiative and be proactive.
- Ability to work well in a busy environment, with competing priorities.
- Excellent organisation and time management skills.
- Strong attention to detail and commitment to high quality work.
- Ability to accurately collate and present information and data in different formats for a variety of different audiences.
- Proficient in MS Office (Outlook, Word, Excel and PowerPoint).

Essential Aptitude

- Customer focused.
- Tactful, diplomatic and confidential.
- Able to work flexibly on limited occasions to support meetings outside of normal working hours.
- Ability to understand, demonstrate and apply MAG values.

Updated: June 2019

Signed employee:	**Date:**
Signed manager:	**Date:**

