

## JOB DESCRIPTION

<b>ROLE</b>	<b>Executive Assistant to CEO / HR Adviser</b>
<b>LOCATION</b>	<b>Westminster, London</b>
<b>CONTRACT</b>	<b>Fixed Term Maternity Cover until Aug 2020</b>
<b>SALARY</b>	<b>£31,824 - £34,477</b>
<b>REPORTS TO</b>	<b>CEO &amp; Global Head of People and Culture</b>

### About Raleigh International

Raleigh International is a youth-led sustainable development charity. We focus on working for and with young people to inspire and make positive change in four areas: promoting youth in civil society, providing access to safe water and sanitation, protecting vulnerable environments and building livelihoods and enterprises.

Our way of working to achieve impact is by engaging young volunteers through delivery programmes: Raleigh Expedition, International Citizen Service (ICS), a UK government-funded development programme, and national youth programmes where we work solely with local youth volunteers in-country.

By working through youth, we develop young leaders and ensure young people are connected, valued partners in development.

### Our values

Our values are at the heart of our work. They guide how we do what we do. They are shared by our staff, supporters, volunteers, project partners and the communities with whom we work.

- **Find the courage**  
We find the courage to step out of our comfort zone and create change.
- **Never give up**  
We have the grit, determination and resilience to get the job done.
- **Open to discovery**  
We are open-minded to trying new things and learn from one another.
- **Act with Integrity**  
We act with honesty and respect, and we take responsibility for doing what we say.
- **Create Impact together**  
We seek to maximise long-lasting impact in everything we do.

### Overall Purpose of the Roles

The Executive Assistant and HR adviser is critical to the successful running of our organisation.

## **Executive Assistant to the Chief Executive and Secretary to the Board of Trustees (approximately 1-2 days per week)**

Working closely with our Chief Executive, you will support and facilitate all activity for the CEO and Board of Trustees, from coordination of diaries, meeting management, preparing of internal communications, travel arrangements, as well as coordination across the Senior Leadership Team. In addition, you'll play a vital role as Secretary to the Board of Trustees, helping to prepare Board papers, minutes arising from Board meetings and being the point of contact for our Trustees.

## **HR Adviser (approximately 3-4 days per week)**

Working closely with the Global Head of People and Culture (GHPC), you will work together to provide operational and administrative support to the people and HR activities for the UK and country offices. This includes support during recruitment, welcoming and overseeing new starters/leavers, managing the HR database, records and payroll files to ensure information is accurate and compliant, managing the administration and coordination process for annual people processes such as performance reviews, engagement surveys and training.

## **Principle Accountabilities and Responsibilities**

### **Executive assistant to the CEO**

- Provide strong administrative and secretarial support to the Chief Executive, including typing and processing correspondence, file notes and reports
- Diary management and booking all CEO's internal meetings, including Inductions with all new staff
- Travel management and planning as required
- Manage and be responsible for CEO filing system
- To meet and greet CEO's visitors
- Managing invoices and expenses for CEO office including credit card reconciliation
- Co-ordinate Senior Management meetings as well as preparing and circulating team updates and minutes.
- Book all staff meetings
- Support the CEO in the organising of awaydays for all staff / trustees when required
- Administrative support to other Directors as required

### **Secretary to the Board of Trustees**

- To be the point of contact for the Trustees
- To organise the diary for Trustees and Sub-Committee Meetings
- Take and distribute Minutes of the Sub-Committees and Board meetings
- File all documents and records from the Board

### **HR Administration**

- Answering day to day queries on employment terms/HR processes and provide support for employee relations issues
- Support the GHPC in drafting new HR policies and practices.

- Maintaining the payroll schedule and work with the finance department to implement payroll, pension and benefit processes.
- Manage absence records and trigger figures for management action
- Support the GHPC with regular analysis of workforce data
- Manage the HR information management system ensuring accurate data entry for all staff in the UK and overseas
- Support line managers as required in recruitment processes, including developing consistent job descriptions and recruitment attraction strategies
- Onboarding for new starters including drafting contracts and documentation, reference checks, DBS checks, setting up HR files and supporting HR inductions – agreeing coordination required for each international location (Tanzania, Cost Rica/Nicaragua, Nepal)
- Monitor and support line managers to implement all inductions, probation periods, appraisals, personal development plans and exit interviews.
- Co-ordinating with GHPC and line managers to identify external/internal facilitators to run training sessions
- Undertake administration associated with leavers
- Maintain up to date Organogram and storage of accessible HR resources for all staff on Sharepoint
- Support the GHPC with any relevant HR tasks and projects as required

## Person Specification

### Executive Assistant role

- Significant experience as an Executive Assistant reporting at the highest level
- Highly organised, pro-active but flexible to meet changing/sometimes conflicting demands
- Resourceful and confident, with excellent organisational, administrative and communication skills
- Calm and capable of dealing with and building relationships with people at all levels, from volunteers, our teams, sponsors and donors to Directors and Trustees and external bodies
- Flexible and able to carry out essential work for the Chief Executive at short notice if required
- Trustworthy and discrete. Able to keep information confidential
- Able to anticipate the Chief Executive's requirements and problems and instigate appropriate action when needed
- Skilled at taking accurate minutes and key actions as required
- Able to demonstrate fast and accurate keyboard skills (60wpm +), and be skilled at using Microsoft Word, Excel, Power Point and Outlook
- Able to draft clear and succinct letters and emails on behalf of the Chief Executive or in the course of the EA role
- Experience of servicing board meetings, ensuring distribution of papers, liaising with individual board members and taking minutes at Board meetings

### HR Adviser

- Experience of undertaking a customer facing HR role in a busy office environment
- Good understanding of HR processes and employment law and practice
- Pro-active, curious
- Team orientated and collaborative – builds effective and trusted relationships with others
- Flexible and able to support multiple demands at a time
- Understanding of HR databases and self-service HR administrative systems
- Numerate with high attention to detail
- Ability to work confidently in Microsoft Office particularly Word and Excel
- Excellent written communication skills with an ability to compose professional e-mails and correspondence
- Strong drive to ensure tasks are completed to high standards of accuracy
- Commitment to the aims, ethos and culture of Raleigh International
- Ideally, qualification in Human Resources or related topic

## Other Information

### **Holiday entitlement**

The holiday entitlement for full-time staff is 25 working days per year, plus 8 public holidays.

### **Office hours**

Normal office hours are Monday to Friday, 9.00 am - 5.00 pm, though staff can vary their start and finish times between 8.00 am – 4.00 pm and 10.00 am – 6.00 pm.

Weekend, early morning and evening working may be required in the following circumstances: to attend events and meetings and on overseas field trips.

### **Employment eligibility**

To be considered for this role applicants must have British Nationality or have a right to live and work in the UK.

## Safeguarding and Vulnerable Adults

Raleigh International is committed to ensuring the health, safety, welfare and development of all young people with whom it works regardless of gender, age, stage of development, disability, sexual orientation, religion, culture or ethnicity.

All participants who take part in activities organised by us should enjoy taking part in these without fear of harm. We guide all staff and volunteers to show respect for and understanding of young people's rights and their safety and welfare and by so doing, conduct themselves in a way that reflects our principles.

## Anti-Corruption Policy

It is Raleigh International's policy to conduct organisation business honestly, and without the use of corrupt practices or acts of bribery to obtain or receive an unfair advantage.

Raleigh is committed to ensuring adherence to the highest legal and ethical standards of organisation conduct. This must be reflected in every aspect of the way in which we operate.

We must conduct all our dealings with integrity. Bribery and corruption harms the societies in which these acts are committed and prevents economic growth and development.

Any breach of Raleigh's policy will be regarded as a serious matter and will be dealt with under our disciplinary procedure. In serious cases, it may be treated as gross misconduct leading to summary dismissal.