



Job title: Executive Assistant

Reports to: Chief Executive

Department: Core Services

Salary: £35,280p.a.

Contract: Permanent

Hours: Full time (37.5 hours)

Location: London

1. Purpose of the Role

To provide a pro-active, high quality administration and support services to the Chief Executive (CEO), providing additional support to parliamentary and policy activity as required.

To support the CEO and Director of Communications to manage press enquiries and cultivate relationship with relevant journalists.

To work with the Chief Operating Officer (COO), CEO, and Policy Officer on Keep Britain Tidy's parliamentary activity and support the development of Keep Britain Tidy's external policy positions.

To support with the management of Keep Britain Tidy's All Party Parliamentary Groups and events.

2. Principle Accountabilities

1. To provide high-level support to the Board, Chief Executive including:
 - a. Diary management and arranging travel and dealing with telephone enquiries.
 - b. Arranging Executive and Trustee meetings, preparing Agendas, coordinating papers and taking minutes.
 - c. Provision and maintenance of charity governance documents and trustee meeting records.
 - d. Supporting the organisation of high-level events on behalf of the Chief Executive and Executive Team such as parliamentary receptions.
2. To support on developing the profile of Keep Britain Tidy's policy work:



- a. Supporting with the management of Keep Britain Tidy's All-Party Parliamentary Groups (APPG) and parliamentary work, including planning meetings and events, growing the APPG membership.
 - b. Supporting development of relationships with parliamentarians, MPs and Peers, in support of Keep Britain Tidy.
 - c. Supporting on the development of Keep Britain Tidy's policy positions and communicating these to a wide range of external stakeholders including government, local authorities, volunteers, supporters and other third sector organisations.
 - d. Supporting with organising and delivering events that support Keep Britain Tidy's policy objectives.
 - e. Supporting with collecting, collating, analyzing and presenting research to inform Keep Britain Tidy's policy work and create briefings for internal use and external partners including Parliamentarians.
3. To lead on the facility management and running of the London office including:
- a. Liaising with the landlord on office issues
 - b. Health & Safety administration, compliance and staff induction
 - c. To become one of the registered first aiders and fire wardens for the London office
 - d. Correspondence, phones and mail
 - e. Ensuring the office is well equipped including with stationary and well maintained
4. To undertake additional tasks as required by the Board and Executive Team.
5. To be responsible for the Health and Safety of themselves and to co-operate under the Health and Safety at Work Act 1974 to ensure safe working practices are maintained

3. Budget responsibility and decision-making authority

Budget responsibility for the CEO and Board budgets, input into the London office budget and on occasion responsible for associated expenditures.

4. Supervision of employees – complexity of leadership, number of direct reports, reporting level

Line managed by the Chief Executive.

5. Major challenges of the job

- Delivering high-level support to trustees and senior staff
- Working with a wide range of external stakeholders

- Managing the large volume of meeting requests on behalf of the Chief Executive
- Managing a number of projects and deadlines simultaneously
- Keeping up to date with the relevant environmental policy landscape in the UK to identify opportunities for timely contributions by KBT
- Managing a number of incoming media enquiries alongside projects

Person Specification

Experience, Knowledge and Skills	Essential	Desirable	Method of Assessment
Educated to degree level or equivalent experience	✓		Application and interview
Significant interest in environmental issues		✓	Application and interview
Knowledge and experience of providing Executive support at Board level including arranging and supporting high-level meetings and events	✓		Application and interview
Excellent organisational skills with a clear logical approach to work including an understanding of the principles of good project management	✓		Application and interview
Experience of establishing and reviewing systems and processes where appropriate to ensure they remain effective and fit for purpose	✓		Application and interview
Excellent written and verbal communication skills including writing for external audiences	✓		Application and interview
Experience of working effectively with a wide range of internal and external stakeholders	✓		Application and interview
Able to work independently whilst knowing when to seek advice	✓		Application and interview
An enthusiastic team player who actively contributes in a flexible and adaptable manner	✓		Application and interview
Knowledge and experience of providing support on policy change and public affairs projects		✓	Application and interview
Excellent organisational skills with a clear logical approach to work including an understanding of the principles of good project management	✓		Application and interview
Strong IT skills and knowledge (Microsoft)	✓		Application
Experience of MAC/Apple operating systems		✓	Application



Good knowledge of the British political system, the role of third-party stakeholders and campaign process		✓	Application and interview
Experience of working with or responding to media enquires		✓	
Other requirements			
The willingness to undertake regular national travel, with occasional overnight stays and weekend work	✓		Application
The right to work in the UK with immediate effect	✓		Application