Executive Assistant to Senior Management Team

“In the past century FFI has consistently saved species from extinction and protected habitats from destruction. Their solutions have always been practical, efficient and sustainable in local circumstances.”

Sir David Attenborough, FFI Vice-president
Fauna & Flora International

Fauna & Flora International (FFI) saves species from extinction and habitats from destruction, whilst improving the livelihoods of local people. Our guiding principles are to work with and alongside local partnerships, act as a catalyst for change, make conservation relevant and base decisions on sound science. Founded in 1903, FFI is the world’s longest established international conservation body; our conservation work, and impact, spans the globe.

The Opportunity

We are seeking a highly organised individual with excellent organisational, administrative and communication skills to undertake a key coordinating and supporting role to FFI’s Senior Management Team (SMT), Governing Council and Committees.

Your responsibilities will include:
• providing comprehensive executive assistance to SMT members, including diary management, booking complex travel and processing expense claims
• providing comprehensive logistical support to weekly SMT meetings, including collating agenda and papers, taking minutes, tracking decisions and following up on action points and approvals
• providing comprehensive logistical support to Council and subcommittee meetings
• enabling effective information flow between SMT and across the organisation

You will have experience in a similar role supporting senior teams, Boards and/or committees. Used to working across teams, joining the dots and making appropriate connections, you will help to ensure everyone has the right information at the right time. With a proactive and pre-emptive approach to work and a positive solutions-oriented mindset, you will have excellent organisational and prioritisation skills and a highly methodical approach to work. The ability to take accurate, well-written minutes is essential, as is confidence in arranging hybrid meetings using appropriate equipment and technology.

You will be comfortable engaging with senior stakeholders, representing FFI in a professional manner at all times and your excellent interpersonal skills will enable you to develop positive, productive working relationships. You will be an excellent team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount. With an interest in conservation issues, you will be committed to FFI’s mission and values.

In return, we offer the opportunity to work for a ground-breaking organisation at the forefront of global conservation, with generous pension contribution, attractive annual leave allowance, life insurance and salary exchange schemes. Our offices are located in The David Attenborough Building in central Cambridge, just a few minutes' walk from glorious historic buildings and museums, the picturesque River Cam, the central market and shopping centre, and a host of cafés and restaurants.
Terms and Conditions

Start Date: As soon as possible

Duration of Contract: Permanent

Probation Period: Six months

Salary: circa £28,000

Location: Fauna & Flora International, Cambridge, UK

Benefits: 25 working days’ annual leave entitlement plus Public/Bank Holidays and any normal working days that fall between 24 December to 1 January inclusive, during which time FFI UK offices are closed

For employees on UK-based contracts, FFI currently provides a pension contribution of 8% of salary after 3 months’ continuous employment.

Group Life insurance, currently set at a benefit of 4 x basic salary

Hours of Work: This is a full-time position working 37.5 hours per week Monday to Friday inclusive.

Job Description

Job Title: Executive Assistant to Senior Management Team (EA to SMT)

Location: Fauna & Flora International, Cambridge

Reporting to: Senior Executive Assistant to Chief Executive Officer (SEA to CEO)

Key Internal Relationships: Senior Management Team (SMT)
  Administrative Assistant
  Governance & Risk Manager
  Internal Communications Manager
  Finance Team
  Trustees

Purpose:
- Provide comprehensive executive assistance to FFI’s SMT members
- Provide comprehensive logistical support to weekly SMT meetings, including collating agenda and papers, taking minutes, tracking decisions and following up on action points and approvals
- Provide comprehensive logistical support to Council and subcommittee meetings
- Provide minute-taking and logistical support for Management Team and Management Forum meetings
**Main Duties:**

**Executive Assistance to SMT**

- Support SMT members with diary management as required, including:
  - Proactively reviewing upcoming diary requirements
  - Arranging internal and external meetings and coordinating logistics
  - Ensuring registration and travel bookings for annual meetings: Davos, IUCN, etc.
  - Maintaining and deconflicting Outlook calendars as required (e.g. travel, annual leave, attendance in DAB)
  - Scheduling meetings with teams and individual reports
  - Scheduling induction and introductory meetings with new employees, Trustees and VPs

- Support SMT adherence to FFI financial and Project Cycle procedures, including:
  - Processing expense claims and cash advance requests
  - Raising purchase orders and tracking approvals
  - Acting as a proxy for FocalPoint services
  - Collating list of FocalPoint funds for weekly SMT meetings
  - Completing timesheets

- Support SMT adherence to FFI travel procedures and arrange travel, including:
  - Developing itineraries
  - Arranging flights, hotels and transfers
  - Securing visas and ensuring travel documents are in place
  - Supporting submission of Travel Risk Assessments and Travel Authorisation Forms
  - Preparing travel packs

- Facilitate internal and external SMT relationships and information flow, liaising with relevant individuals across FFI and other organisations

- Provide administrative support to SMT members as required, e.g. meeting action points

- Maintain understanding of Management Forum and Management Team meeting decisions and follow up on action points on behalf of the SMT

- Provide support where SMT members represent FFI on external boards, liaising with those organisations as appropriate

- Develop and maintain electronic and paper filing systems for SMT members, including shared SMT documents

- Develop and maintain electronic and paper filing systems for the CEO office

- Ensure adherence to Data Protection legislation and FFI policies and procedures relating to the processing and storing of data

**SMT Meetings**

- Coordinate and provide administrative support to SMT meetings including:
  - Scheduling meetings and coordinating logistics
  - Drafting agendas, including ensuring governance considerations
  - Notifying attendance
  - Collating and distributing papers
  - Taking minutes
  - Tracking decisions and following up on action points across the organisation
  - Schedule rotating Management Team member attendance at SMT meetings on a monthly basis
• Coordinate wider logistics for strategic SMT meetings and away days, including:
  o Booking venues and arranging catering, travel and accommodation
• Develop and maintain an awareness and understanding of current and emerging organisational priorities and issues

**Council and Subcommittee Meetings**
• Provide logistical support for twice-yearly Council meetings, monthly Executive Committee meetings and other subcommittee meetings, including:
  o Scheduling meetings and managing hybrid meeting arrangements
  o Booking venues and arranging catering, travel and accommodation
  o Collating and distributing papers as required, in consultation with the Governance & Risk Manager
• Facilitate information flow between SMT, Governance & Risk Manager and meeting Chairs on agendas and papers
• Maintain understanding of meeting decisions and follow up on action points on behalf of SMT, in consultation with the Governance & Risk Manager
• Facilitate information flow between SMT, Council, Subcommittee and Management Forum and Management Team meetings
• Assist as required with updating and maintaining the secure Council site on FFI’s intranet
• Provide occasional backup for taking minutes for Council and/or Subcommittee meetings in the absence of the Governance & Risk Manager

**Management Forum and Management Team Meetings**
• Support regular Management Forum and Management Team meetings by:
  o Booking rooms and managing hybrid meeting logistics
  o Issuing meeting invites and requesting agenda items
  o Collating and distributing papers
  o Taking minutes
• Track decisions and follow up on action points across the organisation
• Support information flow between FFI’s Management Team, SMT and the wider organisation

**CEO Office**
• Contribute to the effective administration and smooth running of the CEO’s office, including:
  o Supporting the SEA to CEO in the development and management of CEO and SMT projects e.g. all-Council overseas trips, individual overseas trips, adhoc events
  o Facilitating the day to day running and up keep of the CEO’s Office

**Other**
• With the agreement of the Line Manager, perform any other tasks that may be requested from time to time, which are appropriate to the EA to SMT skills and experience and relevant to the scope of the role
## Person Specification

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<thead>
<tr>
<th>Skills</th>
<th>Essential</th>
<th>Desirable</th>
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|        | • Outstanding minute taking skills  
         • Excellent speed typing skills  
         • Excellent verbal and written communication and interpersonal skills  
         • Excellent time management and prioritisation skills  
         • Proficient in MS Office  
         • Good numeracy skills  
         • Fluency in spoken and written English | • Proficient with Adobe Professional |

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<tr>
<th>Knowledge and experience</th>
<th>Essential</th>
<th>Desirable</th>
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|                          | • Experience in a similar role  
                        • Experience servicing senior teams, Boards and/or committees  
                        • Experience organising meetings and events, including hybrid meetings  
                        • Experience using video conferencing equipment and applications | • Experience using finance systems  
                        • Experience using Microsoft SharePoint |

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<tr>
<th>Behavioural qualities</th>
<th>Essential</th>
<th>Desirable</th>
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|                       | • Ability to connect dots and make appropriate connections  
                        • Builds positive personal and organisational relationships  
                        • Demonstrates readiness to adapt to continuously changing priorities in a fast-paced environment  
                        • Maintains composure under pressure  
                        • Ability to apply sound judgement and discretion in all areas of work, maintaining utmost confidentiality  
                        • Adopts proactive and pre-emptive approach to work and able to work autonomously  
                        • Methodical, efficient, and highly organised approach to work  
                        • Meticulous attention to detail  
                        • Represent FFI in a professional manner  
                        • Commitment to FFI’s mission and values | • Keen interest in conservation |
FFI Values

Values underpin who we are and how we act. Just as values shape who we are as individuals, they define us as an organisation, creating the culture of success for which FFI is renowned. Our people exemplify our shared values, which are interconnected and interdependent:

- We act with integrity
- We are collaborative
- We are committed
- We are supportive & respectful
- We get things done

How to Apply

Applications, consisting of a covering letter explaining why you feel you should be considered for this post, a full CV (tailored to the role as advertised, highlighting relevant experience and achievements) and contact details for two referees (who will not be contacted without your permission) should be sent to imogen.black@fauna-flora.org.

Please mark your application ‘EA to SMT’.

The closing date for applications is **Sunday, 13 March 2022**. Interviews are likely to be held between 25-31 March 2022. Candidates selected for interview will be contacted by email or telephone – please specify your preferred method of contact in your covering letter and indicate where you saw the position advertised.

Regrettably, due to limited resources and the high number of applications we receive, we are only able to contact short-listed candidates. If you do not hear from us within four weeks of the closing date, please assume that you have not been successful on this occasion.

Applicants with Disabilities

FFI encourages applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application, please contact Jade Bedwell, HR Adviser, FFI, on Tel: +44 (0)1223 749044 or Email: jade.bedwell@fauna-flora.org.

FFI values diversity and is committed to equality of opportunity