Administrative Assistant
CEO Department

“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 through 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 to provide administrative support to the CEO Department. Key responsibilities include:

- providing financial administrative support (including processing expense claims, raising purchase orders, processing invoices)
- facilitating the day to day running of the CEO office, including acting as the first point of contact for visitors to the CEO including VIPs
- providing logistical support to key governance meetings and events
- providing general administrative support within the CEO office and to the wider Senior Management Team (SMT) as required
- maintaining electronic correspondence files
- drafting meeting briefings for the CEO and other senior staff

You will have broad administrative experience, with strong numeracy skills, excellent organisational and prioritisation skills and a methodical, rigorous approach to work. A meticulous attention to detail is essential.

You will represent FFI professionally at all times and have a proactive and positive approach to work. Your excellent communication and interpersonal skills will enable you to develop positive, productive working relationships. The ability to apply sound judgement and discretion in all areas of work, maintaining utmost confidentiality is essential.

Working closely with the Senior Executive Assistant to the CEO and the Executive Assistant to the Senior Management Team, you will be a strong team player and enjoy working in a dynamic environment where the ability to respond swiftly to changing organisational and team needs is paramount.

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: £20,000 - £22,000 per annum

Location: Fauna & Flora International, Cambridge, UK

Benefits: 25 working days’ annual holiday entitlement pro rata 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 post, working 37.5 hours per week, Monday to Friday inclusive.

Job Description

Job Title: Administrative Assistant, CEO Office

Location: Fauna & Flora International, Cambridge

Reporting to: Executive Assistant to Senior Management Team

Key Internal Relationships: Senior Executive Assistant to CEO
- SMT members
- Finance Team
- Fundraising Team

Purpose:
- Provide administrative support to the CEO Office and CEO team members as required to facilitate the smooth running of the CEO Office
- Provide administrative support to SMT as required
- Contribute to CEO and SMT projects and initiatives
- Maintain data and correspondence files on the organisational database and online filing system
Main Duties:

**Administrative support**
- Process expense claims and cash advance requests for CEO and other senior managers as required
- Support other financial processes, including inputting purchase orders to FFI’s operating system (FocalPoint) and submitting and tracking invoices for payment
- Support travel arrangements and logistics as required
- Working closely with the SEA to CEO and Fundraising team, assist with data entry and maintaining actions on FFI’s CRM system for CEO correspondence and actions, including regular synchronisation with CEO’s Outlook contacts
- Provide support to the CEO in the absence of the SEA to CEO
- Provide support to SMT and SMT meetings in the absence of the EA to SMT, including collating and distributing papers for SMT meetings
- Provide logistical and administrative support for six-monthly Council meetings and monthly Executive Committee meetings as required
- Provide support to FFI’s programme of VVIP, VIP, Major Donor and Trustee events from the perspective of the CEO office
- Provide support to CEO and SMT projects and initiatives as requested
- Manage CEO distribution of FFI book, maintaining stock, maintaining records and issuing books

**CEO Office**
- Act as first point of contact for visitors, including VIPs, collecting visitors from reception and looking after them, representing FFI professionally at all times
- Manage all day to day running and upkeep of the CEO Office
- Develop and maintain electronic and paper filing systems for the CEO Office so that data is well ordered and easily accessible to authorised individuals
- Ensure adherence to Data Protection legislation and FFI policies and procedures relating to the processing and storing of data
- With the agreement of the Line Manager, perform any other tasks that may be requested from time to time, which are appropriate to the Administrative Assistant’s skills and experience and are relevant to the scope of the role
- Draft briefing notes for the CEO and other senior representatives in advance of key meetings with prospective donors
- Work closely with the Major Donor fundraising team to maintain donor correspondence and contact history records on the organisational database
## Person Specification

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<th>Essential</th>
<th>Desirable</th>
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<tr>
<td><strong>Skills</strong></td>
<td>• Excellent verbal and written communication skills</td>
<td>• Minute taking</td>
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<td>• Excellent interpersonal skills</td>
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<td></td>
<td>• Excellent administrative and prioritisation skills</td>
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<td>• Research skills</td>
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<td>• Good numeracy skills</td>
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<td>• Proficient in MS Office</td>
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<td>• Fluency in English</td>
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<td><strong>Knowledge and experience</strong></td>
<td>• Experience processing data, including financial data</td>
<td>• Understanding of Data Protection legislation</td>
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<td>• Experience of working to deadlines</td>
<td>• Experience managing travel</td>
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<td>• Experience organising meetings and events</td>
<td>• Experience in administrative and/or customer service role</td>
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<td>• Experience using video conferencing equipment and applications</td>
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<td><strong>Behavioural qualities</strong></td>
<td>• Ability to apply sound judgement and discretion in all areas of work, maintaining utmost confidentiality</td>
<td>• Interest in and empathy with FFI’s mission</td>
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<td>• Comfortable working under own initiative and completing tasks with autonomy</td>
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<td>• Represents FFI in a professional manner</td>
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<td>• Good team player</td>
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<td>• Willingness and ability to learn new systems and acquire new knowledge/skills</td>
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<td>• Proactive and adaptable approach to work</td>
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<td>• Builds positive organisational relationships</td>
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<td>• Methodical, efficient, and highly organised approach to work</td>
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<td>• Meticulous attention to detail</td>
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<td>• Commitment to FFI values</td>
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<td><strong>Other</strong></td>
<td>• Pre-existing right to work in the UK</td>
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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 nazish.arshad@fauna-flora.org.

Please mark your application ‘Administrative Assistant, CEO Department’.

The closing date for applications is Sunday, 24 July 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