

## Women for Women International – UK

### Executive Assistant to Managing Director, Fundraising, Partnerships & Communications

#### **Job Advert**

Women for Women International (WfWI) is an international NGO that helps women survivors of war to rebuild their lives. We believe that with access to rights, education and resources, women can lead change towards peaceful and stable societies. Since establishment in 1993, WfWI has worked with over 530,000 women in Afghanistan, Bosnia and Herzegovina, Democratic Republic of the Congo, Iraq, Kosovo, Nigeria, Rwanda and South Sudan. The UK office was established in 2006, and has steadily grown its programme funding from grants from various sources, including governments, trusts and foundations, companies, and individuals.

We are seeking an enthusiastic and driven **Executive Assistant** to work directly with the Managing Director of Fundraising, Partnerships & Communications and play a pivotal role in the team. The Managing Director's role is focused on external engagement, fundraising and relationship building with the Executive Assistant role playing an important part in coordinating this work.

Are you passionate about helping women achieve their potential? Are you a creative and entrepreneurial self-starter? Do you love building and nurturing relationships? Do you have experience in communicating with multiple stakeholders and juggling multiple projects whilst remaining calm under pressure? Are you organised with a meticulous eye for detail? Do you thrive in a fast-paced environment and have the ability to work both independently and within a team from different backgrounds and cultures? Are you keen to learn more about fundraising, marketing and/or communications? If so, this pivotal role could be for you!

We are looking for someone who loves new challenges, and who is eager to learn. You will work directly with the MD to nurture and develop vital relationships with a wide range of individuals from staff and board members to major supporters from our Corporate, Major Donor and celebrity Ambassador portfolios. Being highly organised and able to juggle multiple projects and personalities is a must. You will need to excel under pressure whilst remaining calm, friendly, supportive and highly professional. You will need to be self-motivating and show initiative. This role has multiple touchpoints across the organisation as well as a key focus on external engagement supporting the effective delivery of our fundraising, marketing, communications and governance work which are all vital to our work with women affected by war.

All candidates must have the right to work in the UK.

Women for Women International is an equal opportunities employer. Our focus is to recruit new members of our team who show potential to become a valued and key contributor to

our success. Feel free to include any experience or qualifications (personal and/or professional) you would like to share with us that demonstrates skills and your potential.

We recognise that people from historically excluded groups are less likely to apply for something if they don't see themselves in every single point in the person specification. If you are interested in applying but aren't sure that you have all of the skills and experience, please do still apply. We are open to learning on the job and supporting development of the successful candidate so that they are able to do the job to the best of their ability

The Executive Assistant to the Managing Director would be expected to work within the framework of Women for Women International's core values. Please refer to the Core Values and ways of working document, which can be seen [here](#).

Reporting to:	Managing Director, Fundraising, Partnerships & Communications
Proposed Start date:	As soon as possible
Location:	Primarily remote working with the option, and some expectation, of work from the office based in Borough, London
Working Pattern:	Full time, 35 hours per week
Salary Level:	£23,750 per annum
Application Process:	<ul style="list-style-type: none"> <li>• Applications by completed application form, and Diversity Monitoring form to be sent to <a href="mailto:ukrecruitment@womenforwomen.org">ukrecruitment@womenforwomen.org</a> . If you would like to submit your application another way, please contact us.</li> <li>• If you would like to learn more about this vacancy, we are hosting a Q&amp;A session on <b>Monday 27<sup>th</sup> June at 3pm</b>. If you want to attend this session please email <a href="mailto:ukrecruitment@womenforwomen.org">ukrecruitment@womenforwomen.org</a> to register</li> </ul>
Closing Date:	17:00 Friday 1 <sup>st</sup> July 2022
Interviews:	11 <sup>th</sup> and 12 <sup>th</sup> July 2022

### **Person Specification**

<b>Abilities</b>	<b>Required</b>
Able to work with senior level stakeholders and arranging important large meetings, juggling diaries and appointments, providing administrative support, managing correspondence	Essential
Extraordinary organisational skills and the ability to prioritise with attention to detail and maintain accuracy under pressure	Essential
Able to work in a confidential environment and working sensitively	Essential

Computer literate, high levels of competency in Word, Excel, PowerPoint, Outlook	Essential
Ability to represent the organisation in a professional manner	Essential
Working with fundraising database or CRM equivalent	Desirable
Experience of working in a charity or not-for-profit team	Desirable

<b>Personal qualities</b>	<b>Required</b>
Respect Confidentiality	Essential
Flexible	Essential
Confident, articulate and a quick learner	Essential
Problem solver	Essential
Calm under pressure, able to juggle multiple deadlines and multiple projects simultaneously	Essential
Highly organised and accurate – high attention to detail	Essential
Strong customer care ethos	Essential
Excellent communicator, written and oral	Essential
Strong team player, who can effortlessly work across a multi-disciplinary team	Essential
An interest in the work of Women for Women International	Essential
An interest in fundraising, marketing, communications and branding	Desirable

*Diversity at Women for Women International is about inclusion, embracing differences, creating possibilities and growing together for better performance. We embrace diversity in our workforce. This means giving full and fair consideration to all applicants and continuing development of all employees regardless of age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage and civil partnership, political opinions, and pregnancy and maternity. Applications are welcomed and encouraged from all interested parties*