

JOB DESCRIPTION

Executive Assistant to Chief Executive (Maternity Cover)

Job Details

Job Title	:	Executive Assistant to Chief Executive
Reports to	:	Chief Executive
Term	:	Part time (0.6FTE), 12-month contract
Location	:	Home based
Salary	:	£21,600.00 (£36,000.00 FTE)

Job Purpose

FFCC is working with partners and networks across the UK to shape a new version of the future for food, farming and the countryside. By bringing people together, especially seldom heard voices, we are devising radical and practical actions to tackle the climate, nature and health crises for a just and green recovery.

As Executive Assistant, the postholder will provide high level administrative support to the Chief Executive and FFCC Board, in addition to leading on organisational operations. The postholder will support the Chief Executive in managing her busy schedule, whilst keeping a careful eye on detail to ensure planned, logical responses to short notice needs and changing priorities. With outstanding organisational and people skills, the postholder will be able to work effectively with diverse and authoritative stakeholders, and will be self-motivated and proactive in managing a varied workload.

FFCC is committed to diversity, equality and inclusion and celebrates these qualities as essential principles of a fair and sustainable society. We welcome applications from all backgrounds and are actively seeking to ensure our team is representative of the diversity of UK countries.

Key Tasks and Responsibilities

- Providing full secretarial and administrative support to the Chief Executive including diary and email management, drafting and handling general correspondence, preparing papers and reports as required, and making travel and accommodation arrangements.
- Leading on day-to-day HR operations, including monitoring leave and absences, preparing the monthly payroll report, liaising with the outsourced HR provider as required and keeping accurate records.
- Managing recruitment and onboarding, writing job descriptions and adverts, managing the application and interview process, writing contracts of employment, and preparing induction schedules.
- Working closely with the Finance Director, processing invoices, staff expenses, claims and payments, and managing procurement and contracting for partners and suppliers.
- Supporting the CEO and wider team in managing funder and stakeholder relationships, including writing funding bids, and impact and progress reports.
- Supporting the wider team with project and programme management tasks as required.
- Providing general ad hoc support as required across the organisation.

Person Specification: Knowledge and Skills Required

Essential

- Significant experience in providing high level administrative support to C-Suite and/or Director level stakeholders, including complex diary and email management.
- Articulate, engaging and accurate communication skills, both written and verbal, with the ability to communicate confidently and effectively with a wide variety of stakeholders.
- Excellent organisational and time management skills, with the ability to plan, prioritise and manage multiple tasks simultaneously.
- Comfortable working alone, and virtually, demonstrating initiative, self-direction and motivation, and as part of a virtual networked team.
- Warm and approachable, with strong interpersonal skills and the ability to respond with tact, sensitivity and awareness in relation to duties undertaken.
- Confident in the use of most Microsoft Office applications, with the ability to quickly understand in-house systems and software.
- Strong interest in the aims and ethos of FFCC.

Desirable

- Experience of working in the charity, local/central government, higher education or food, farming or countryside business settings.
- Working knowledge of HR processes and policies.
- Experience of using organisational finance systems.

The job holder will be expected to undertake any other reasonable duties as requested by their line manager and commensurate with the job grade. This job description forms part of your contract with FFCC.