



EXECUTIVE ASSISTANT TO THE DIRECTOR

Salary: £20,000 to £24,000 d.o.e. (+ contributory pension)

Location: Truro

Closing date: Noon on Friday 27th May

Interview date: Friday 3rd June

How to apply: Online application only. CVs will not be accepted.

ABOUT US

Cool Earth is the charity that works alongside indigenous villages to halt rainforest destruction. Over the last nine years, Cool Earth has used its community-led model to save over 600,000 acres of at-risk rainforest. Unlike any other rainforest NGO, Cool Earth protects forest by empowering the people who live there. We don't buy land or create reserves. We make sure rainforest protection goes hand in hand with better lives.

ABOUT YOU

We're looking for a smart, dynamic, extremely well organised and driven individual to support the Director. The Director leads the performance of Cool Earth, manages the fundraising, communications and programmes teams and ensures the trustees' strategic plan is carried out.

The candidate will have a positive attitude, enjoy a challenge and working in a fast-paced environment. Candidates should have an excellent command of written English, the ability to work calmly under pressure, a terrific eye for detail and a good sense of humour.

In your role as Executive Assistant you will;

- Provide administrative support for the Director
- Support the human resource responsibilities of the Director, arrange reviews, monitor targets and update contracts
- Follow up outstanding issues which emerge from the Director's work, priorities and meetings to ensure that deadlines are met
- Manage the Director's diary, e.g. scheduling meetings and travel arrangements, processing business expenses
- Coordinate and prepare other meetings and larger events as required, including preparation and circulation of agenda, reading materials and minutes

- Develop and maintain effective information management systems (e.g. hard copy and electronic filing, records of actions and decisions, etc.)
- Draft correspondence and other communications, often to high-level recipients and of a complex and sensitive nature
- Support the Director in researching and preparing information for presentations, media interviews etc.
- Liaise with supporters and philanthropists at a high-level on behalf of the Director
- Organise trustees meetings, prepare papers, take minutes and follow up decisions
- Manage the annual planning and control cycle and support the budget monitoring responsibilities of the Director
- Plan, organise, document and follow up annual planning meetings

PERSON SPECIFICATION

Essential

- At least 2 years relevant work experience.
- Understanding and practical experience of organising and coordinating priorities, including creating processes and tools to support effective planning at senior level
- Excellent organisation and administration skills with the ability to plan and prioritise work for self and others
- Experience dealing with issues involving the need for a high level of confidentiality and trust
- Proven analytical skills with the ability to identify and communicate key points from complex material or information
- Excellent attention to detail and the ability to follow tasks and ideas through to completion
- Educated to at least NVQ level 3 or equivalent
- Ability to communicate clearly, concisely and diplomatically, verbally and in writing
- High level of competency with the MS Office suite (e.g. Word, Excel and PowerPoint) and experience of using social media / digital communication tools
- Genuine interest in and commitment to the humanitarian and environmental principles of Cool Earth.

Desirable

- Experience or understanding of the NGO sector and the governance responsibilities of UK and US charities
- Ability to speak other languages, e.g. French, Spanish
- Knowledge of CRM systems and website CMS
- Knowledge of Data Protection law



- Basic InDesign, Photoshop, Final Cut, Premiere
- Ability to work flexibly, to cope with a heavy workload and complete tasks in a timely way.
- Ability to proactively identify key issues, think ahead, anticipate needs and use judgment to adapt
- Ability to remain focussed and calm under pressure in order to deal with ambiguities and conflict
- Experience in handling financial, personal and confidential information with discretion
- Confident communicator able to build and maintain successful working relationships across a diverse range of people, including at senior level
- Proven ability and motivation to work independently, with minimal supervision

Things every member of the team is:

- Reliable – we follow through on every job, big or small.
- Informed – The world's complicated so we're always curious.
- Self-motivated – we fix problems without asking permission.
- Tonnes of initiative – we fix problems by digging for root causes.
- Love variety – we're a small team; jobs outside our job spec are a perk.
- People person – helping others be more successful is how we improve.

Cool Earth uses the following tools:

- Apple Macs (except for GIS mapping)
- MS Office
- Adobe In-Design and Photoshop (for anything external)
- E-mail sits on the Gmail platform
- Our website uses Wordpress
- We use DotMailer for our emails
- CiviCRM holds our supporter data