



JOB DESCRIPTION

Executive Assistant to the Executive Director

REPORTS TO:

Chief Executive Officer

PURPOSE OF POSITION:

The purpose of this position is to work alongside the Foundation's dynamic visionary leader providing dedicated administrative and secretarial support as he travels internationally presenting the work of the charity.

SUMMARY OF PRIMARY RESPONSIBILITIES:

A central point of contact based in the UK office, the successful candidate will be a good communicator with excellent interpersonal skills. Ready and able to exercise initiative in a role that requires the ability to multi-task, you will be able to work independently whilst being a good team player, solution orientated and proactive with good time management skills.

Executive Assistant Role – 15hrs per week:

The Executive Assistant is responsible to provide administrative support to the Executive Director across all sectors of his international work, i.e., business, not-for-profit, government and Christian sectors, vision casting internally and externally as well as raising human and financial resources necessary to achieve the organisation's aims and objectives. This is outworked through two organisations:

ABOUT THE PROTON FOUNDATION(www.protonfoundation.com)

The Proton Foundation is a faith-based (Christian)charitable company that seeks to see positive cultures created in our world through community, business and educational projects.

Aims & Objectives

- To work with individuals and corporate bodies who have the potential to see significant advancement in terms of personal, corporate, social and economic development in business, community and education sectors of society through practice aligned with the Proton Foundation core values
- To develop the capacity and skills of members of socially disadvantaged communities in such a way that they are better able to identify and help meet their needs and to participate more fully in society.
- To promote the development of young people in achieving their full physical, intellectual, social and spiritual potential as individuals, responsible citizens and members of their local, national and international communities

ABOUT IAN GREEN COMMUNICATIONS(www.iangreen.org)

Ian Green is an international speaker, teacher and communicator. Ian Green Communications (known officially as Ian Green Ltd) is a registered company providing teaching and training services in a Christian context. This company also provides the covering for Ian's business ventures.

QUALIFICATIONS:

1. Shall be a detail-oriented, organised, logical thinking and methodical person with the ability to cope with pressure
2. Shall be able to prioritize time effectively and work on one's own initiative.
3. Shall have good administrative and organisational skills
4. Shall have a high degree of computer/software literacy, i.e. Microsoft Office essential, Adobe Illustrator and Photoshop desirable.
5. Shall have good communication skills both verbally and written.
6. Shall have a presentable telephone manner
7. Shall have previous Executive Assistant experience at the executive level
8. Shall be able to type 60 wpm or more.
9. Shall be a person of character who is flexible and has a servant's heart.

SPECIFIC DUTIES - The Executive Assistant

1. Diary / Travel
 - a) Shall maintain the diary of the Executive Director, arranging appointments in order to ensure most effective use of his time.
 - b) Shall organise and prepare business trips including booking flights (where appropriate), hotels, scheduling itineraries and communicating with churches/leaders.
 - c) Shall update the website diary reflects Executive Directors itinerary.
2. Administration
 - a) Shall perform copy/audio typing to produce correspondence/reports
 - b) Shall be responsible for the preparation of documentation as directed including reports, presentations, correspondence, background material for meetings and assist in research for project work as required
 - c) Shall manage and update database records, contact management on websites and other filing systems in conjunction with the administrator.
 - d) Shall prepare agendas for team meetings and take minutes of same including team training days
3. Support
 - a) Shall ensure that the relevant resources and promotional materials are prepared and available for all speaking engagements
 - b) Shall assist in ad hoc assignments/projects as directed by Executive Director

REIMBURSEMENT:

- This position is compensated at a salary rate £18,500-£20,000 (pro rata), dependant on experience
- Hours: Office hours are 9 am-5 pm, Monday to Friday normally, but operate flexi hours Part Time Basis 15hours per week.
- Holidays 20days plus 8 bank holiday annually (pro rata inclusive of public holidays). Christmas to New Year office closure is in addition and at discretion of the Executive Director.
- Expenses incurred whilst travelling or representing the organisation will be covered by the Proton Foundation.

LOCATION

Remote home working, but may have to travel to meet Exec Director for meetings