

PA to Executive Director of International Programmes

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Company: WaterAid

Location: United Kingdom

Category: other-general

Job Description

PA to Executive Director of International Programmes

Contract 13 Months Fixed-term contract, Full Time, Maternity cover

Salary £39, - £41, with excellent benefits

Location London, UK

Hybrid Working: A minimum of 40% of working time is spent face to face, either in London office, or as a result of external engagement or travel for WaterAid. WaterAid is located at Canary Wharf, London and this will be your location and contract base.

About WaterAid:

Join WaterAid as PA to Executive Director of International Programmes to change normal for millions of people so they can unlock their potential, break free from poverty and change their lives for good. We need passionate, creative and dedicated people. In return, you will be encouraged and empowered to be yourself at your very best. Together, we will make a bigger difference.

About the Team:

The International Programmes Department is made up of four regions: West Africa, East Africa, Southern Africa, and South Asia; and three support teams: Programme Support and Knowledge team, the Programme Funding and Partnerships Team and the Programme Operations Team; the International Programmes Department delivers our work effectively across Africa and South Asia focusing on quality programming; accountability and effectiveness; research, learning and documentation.

About the Role:

The purpose of this role is to provide proactive and professional support to the Executive Director of International Programmes, with some general administrative support to the Programme Operations Director and the International Programmes Senior Management Team.

The role will be split 80/20 with a majority focus on executive support for the Executive Director, ensuring they are well organised and briefed and supported to maximise her capacity to lead WaterAid effectively. The minority focus will be on general administrative support to the Programme Operations Director and to the International Programmes Senior Management Team. The role will also be instrumental in running operations in the department, including supporting the organisation with key high profile programme events, line managing the administrator to ensure the department is working effectively and efficiently within itself and the wider organisation.

In this role, you'll:

A) Provide professional, timely and proactive support to the Executive Director of International Programmes, including:

Diary and meeting support

Support internal processes, communications and prioritisation Support internal communications with the directorate and wider organisation so these are timely, strategic and engaging;

General administrative support

B) Operations for the department

Oversee departmental operations to ensure compliance with wider WaterAid processes as

well as championing, innovating, or streamlining the department's process and procedure.

Maintain effective filing systems ensuring archive material is safe and can be retrieved in line with Data Protection Regulations.

Organise and lead logistical planning for any departmental events that take place in either the UK or Country Programme locations, as necessary.

Work as part of a wider team of PAs and Administrators across the organisation, ensuring mutual support and good communication between teams.

About You:

Proven successful track record of being a Senior Administrator or Personal Assistant in a global organisation, including exceptional diary management;

Effective time-management, organisation and prioritisation skills, including ability to manage multiple projects and priorities and to keep track of high volumes of information within a busy environment;

Excellent communication skills (written and verbal), including ability to assimilate information quickly and produce accurate minutes, clear PowerPoint presentations and written briefings;

Integrity and the ability to act with discretion and respect confidentiality.

Digitally literate with excellent IT skills, particularly for setting up virtual meetings and effectively using Microsoft Office tools, with extensive experience of using PowerPoint and creating simple and compelling presentations;

Numerical accuracy and experience of managing and processing invoices and expenses.

Ability to co-ordinate / track project budget.

Team player who is motivated by the desire to support others to be effective and efficient in their work, proactive, with confidence to take initiative and solve problems;

Willingness to travel in the UK and internationally, if required, for the proper performance and delivery of the role;

Closing date Applications will close at **23:59 on 12th May** . Availability for test and interview is required the week commencing 27th May and 3rd June .

How to Apply: To see the full job pack, please click 'Apply'. Please apply by submitting your CV and a cover letter into one document in either Word Document or PDF format.

Pre-employment screening: To apply for this post, you must be able to demonstrate your eligibility to work in the UK. All our vacancies require a basic Disclosure and Barring Service (DBS) check to comply with our Safer Recruitment policy.

Our Commitment

Our People Promise:

We will work with passion and focus to ensure safe and sustainable water, toilets and hygiene are available to everyone, everywhere. WaterAid is a place of purpose - where people have a real commitment and shared responsibility for the impact we have. We are a global community with diverse backgrounds and perspectives, motivated by inspiring, stimulating work. We are determined to put the wellbeing of our people first, to be a place where people feel safe and able to contribute their voice and truly live our values.

Equal opportunities:

We are an equal opportunity, disability-confident employer and are dedicated to achieving the highest standards of diversity, equity and inclusion. We welcome applications from people of all backgrounds, beliefs, customs, traditions and ways of life. This includes, but is not limited to, race, gender, disability, age, sexual orientation, religion, national or social origin, health status, and economic or social situation.

Safeguarding:

We are also committed to protecting everyone we come into contact with. We have a zero-tolerance approach to abuse of power, privilege or trust across our global work, and any form of inappropriate behaviour, discrimination, abuse, bullying, harassment, or exploitation. Safeguarding the people and communities we work with, our staff, volunteers and anyone working on our behalf is our top priority, and we take our responsibilities extremely seriously.

Cross References and Citations:

1. PA to Executive Director of International Programmes [Malaysiajobs](#) Jobs United Kingdom [Malaysiajobs](#)
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