

Executive Assistant		
Role Title: Executive Assistant, part time 10-14 hrs a week.	Reports to: CEO	Date: August 2022
Department: Executive	Direct Reports: 0 Indirect Reports: 0	Budget Holder: No
Location: Dublin 1 with Hybrid Working policy	Contract: Permanent	
<p>Context: ActionAid Ireland has an ambitious strategy to create a just and caring world where women’s human rights are respected through addressing the structural causes of Gender Based Violence (GBV), promoting women’s leadership in humanitarian contexts and amplifying feminist alternatives on economic and climate justice. ActionAid Ireland’s strategy also makes clear commitments to anti-racism, shifting power and decolonisation, embedding learning and evaluation and safeguarding.</p> <p>This role will provide crucial support in delivering our ambitious strategy and achieving our mission. The Executive Assistant will develop and deliver comprehensive organisational, administrative and management support to the CEO and Senior Leadership Team as required. Internally, the Executive Assistant will oversee the CEO’s diary, scheduling, support for preparing board reports, minute taking, drafting memos, general office management and assist with HR administration. Externally, the person will engage with contractors, consultants and key partners to maximise value for the organisation but also in a highly professional manner.</p> <p>The role requires someone with administrative and executive support experience who is adept at project management and can be trusted to use their initiative. The person should be highly organised and proactive, hawk-like in attention to detail, with the ability to keep several projects on track at a time. The Executive Assistant should be able to self organise and keen to execute every task to its highest standards. They should share our feminist values and commitment to women’s rights.</p>		
Key Attributes: Organisational skills, proactive and with an eye for detail and a clear commitment to ActionAid’s mission and values.		
Areas of Activity	Key Accountabilities and Deliverables	
Executive support	<ul style="list-style-type: none"> • Provide administrative support to the CEO in scheduling meetings, minute taking, preparing background documentation • Assist with organising board meetings, liaison as necessary with board members and coordination of Board pack including coordinating all document updates from staff (e.g. Management Report, KPIs, risk register) • Support the wider Senior Leadership Team as required with minute taking, organising meetings etc. • Support the CEO and Head of Finance and Governance with administrative support in monitoring actively organisational policies and related reviews 	

	<ul style="list-style-type: none"> • Assist with travel arrangements • Coordinate ActionAid’s compliance to various regulatory bodies such as CRO and CRA
Human Resources administrative support	<ul style="list-style-type: none"> • Standardise and project manage all HR processes including induction, probationary reviews, performance management and exit interviews • Assist the CEO and SLT with HR administration, including recruitment campaigns, interview scheduling and candidate liaison • Support new joiner contracts and IT setup, inductions schedule • Administer all staff records for Annual Leave and Sick leave • Assist the CEO with drafting and reviewing HR policies as necessary
Office coordination	<ul style="list-style-type: none"> • Organise the smooth and efficient running of the office • Monitor and oversee annual contracts renewals – e.g. insurance, maintenance contracts, travel insurance, etc. • Ensure all maintenance work is carried out and completed in a timely manner in accordance with Health and Safety standards • Be the point of contact for IT related queries for the organisation, liaise with ActionAid International and oversee external IT support • Manage office supplies inventory and place orders as necessary • Ensure compliance with our GDPR commitments in the running of the office • AA Ireland Security Focal point and main contact point for staff and all visitors to the ActionAid Ireland office • AA Ireland Focal point for AA International for IT, HR, Staff Security
Values	<ul style="list-style-type: none"> • To espouse ActionAid’s social justice and equality values
Key Relationships	
Internal	CEO, Senior Leadership team comprising the Head of Finance and Governance, Head of Fundraising, Head of Programmes and the CEO; wider staff team, board, Federation
External	Contractors, providers, partners, networks and alliances
Experience, Knowledge and Expertise	
Essential <ul style="list-style-type: none"> • Demonstrable experience in executive and administrative support • Experience in project management • Experience in HR administration and office management • Excellent computer literacy, Excel, Powerpoint and MS Word skills • Strong eye for detail and commitment to delivering to the highest possible standards 	Desirable <ul style="list-style-type: none"> • Interest/experience in the non-profit sector/International Development • Experience of working closely with senior teams and Boards

- Excellent interpersonal and organisational skills and the ability to work on own initiative, very proactively and flexibly in a small team
- Empathy and sound judgement

About you:

You are great with people and work really well with a team. Your administrative and executive support experience should mean you're adept at project management and can be trusted to use your initiative. Highly organised and hawk-like in your attention to detail, you can keep several projects on track at a time. You have strong knowledge of Word, Excel and PowerPoint. You also like to be busy and enjoy working with people from a range of cultural backgrounds.

You share our passion to work towards a just, fair and sustainable world, where everybody enjoys the right to a life of dignity, freedom from poverty and oppression. You want your talents and expertise to make a measurable difference towards achieving our mission for social justice and gender equality, and to eradicate poverty. You thrive in a workplace where you can support the organisation to be its best.

What makes ActionAid different? ActionAid's approach is about empowering people to claim their rights. Our working relationships, in Ireland and across the world are based on mutual trust, respect and democracy. Our transformative vision of a just world free from poverty, oppression and patriarchy requires transformative feminist leaders: leaders who enable others to lead, building power with them instead of over them. To develop this approach, we have adopted a set of feminist leadership principles.

We are embracing feminist principles **not only because they are consistent with what we do, but also because we know that they are vital to the success of our mission.** We embody these feminist principles through our behaviour in all aspects of our work and our workplace culture, while acknowledging that this is a journey of continual improvement. Read more [here.](#)

This profile sets out the current duties of the post that may vary from time to time without changing the character of the job or the level of responsibility entailed. However, all role profiles are regularly reviewed and updated in line with organisational needs.