

Executive Assistant to the CEO

Reporting to	Chief Executive Officer (CEO)
Conditions of service	37.5 hours per week Permanent contract, with a 6-month probationary period 25 days annual leave per annum & public holidays Staff pension scheme
Salary	£26,000- £28,000 per annum, based on experience
Location	Vauxhall, London
Main working contacts	CEO, staff team, Trustees, partners and other external stakeholders
Application requirements	Please send CV and cover letter to HR@orchidproject.org
Closing date	Monday 16 th March at 5:00pm
Interview dates	Week of 23 rd March

About Orchid Project

Orchid Project has a vision of a world free from female genital cutting (FGC). Our mission is to foster and accelerate the abandonment of FGC around the world. We are a growing UK registered charity with a global reach.

Over **200 million women** are living with the devastating impacts of FGC worldwide, and **at least 4.1 million girls** are at risk of being cut each year. FGC is a human rights violation, and we have an urgent agenda to keep our promise to girls and women to end this practice by 2030.

Orchid Project works in three ways. We:

- Advocate for prioritisation and resources to end FGC
- Share best practice, and communicate the scale and impact of FGC and how it is ending
- Partner with grassroots organisations working towards abandonment in practising countries

Orchid Project is a team of 11 full time staff. Last year our income was just over £1 million, largely from major donors and trusts/foundations. In addition to our London-based staff, Orchid Project has an active supporter association in Denmark, and we partner with a number of grassroots organisations in Africa and Asia to accelerate an end to FGC. For additional information please visit orchidproject.org.

Role Summary

We are a growing charity with a new CEO and an ambitious three-year strategic plan. The Executive Assistant to the CEO is a new role and will provide excellent support across all the CEO's activities: drafting emails and other communications, managing an executive calendar, planning events and travel logistics, managing meetings and note taking, conducting desk research and other duties. Excellent writing, communication and organisational skills are paramount, with the ability to anticipate the administrative needs of a busy CEO and be able to work with integrity and discretion when dealing with confidential information. You will also support Orchid Project's programmes and communications teams in particular with logistics, event planning and organisational tasks.

Experienced in operating at a senior Executive Assistant or Personal Assistant level in a fast-paced, multi-faceted environment, you will have impeccable diary management, prioritisation skills, keen attention to detail, and the resilience and ability to work under pressure to tight deadlines. You will bring a calm, confident, capable demeanour to this role, with a clear emphasis on clear communication and collegiate working. You will professionally engage with external stakeholders including our Board of Trustees, donors, partners and officials.

You enjoy working in an entrepreneurial environment and will take pride in supporting a purpose-driven charity move confidently into its next chapter of growth. Crucially, your personal sense of integrity and positive energy will make you a natural addition to the team.

Key Responsibilities

Communications

- Manage all aspects of the CEO's calendar, including liaising with external stakeholders
- Respond via email or phone to external inquiries requiring an advanced understanding of CEO's work and preferences, as well as cultural norms of others
- Organise and manage the CEO's visitors including external partners and the press. This includes chaperoning, organising lunch, taking minutes as needed and related tasks
- Coordinate with Orchid Project's communications team and external organisations on press releases, op-eds, newspaper interviews, video and photo shoots
- Social media support as needed.

Writing and Presentations

- Compose external and internal documents on behalf of the CEO including general letters, confidential email, holiday cards and greetings
- Prepare or modify Powerpoint presentation slides for seminars and fundraising activities, including designing and editing content and language (technical detail to be provided by CEO or Orchid staff team)
- Copy-edit documents written by CEO including op-eds and Board papers, and work with communications team on written answers to press questions.

Travel and Event Planning

- Work with the CEO and external hosts to coordinate all aspects of her travel including scheduling, itinerary, flights, hotel and ground transportation
- Plan and coordinate high-profile events, such as at the UN, awareness raising and fundraising meeting and dinners. This includes developing invitation lists with input from Orchid Project staff, sending invitations, confirming attendees, coordinating with other speakers, ordering catering, and other duties as needed
- While routine travel is not required for this position, on some occasions you may need to travel in advance to prepare for out-of-town fundraising events, or accompany the CEO to high profile, complex and packed travel itineraries
- Organise and submit travel invoices and expenses to the finance team.

General Desk Research

- Do background research and gather information for op-eds or emails, from Orchid Project Project's website as well as from external sources

- Conduct research for PowerPoint presentations and speeches, coordinating with other technical and design staff and bringing in background research as needed
- Independently check for content accuracy by referencing a variety of sources
- Read and summarise external research reports as needed.

Provide logistics and communications support to Orchid Project team

- Manage logistics for grassroots events and workshops, including liaising with external programme partners
- Oversee and manage application process for national and international workshops.
- Manage follow up support to activists and grassroots organisations, including coordinating quarterly support calls
- Update stakeholder database as needed
- Provide logistical support to communications team for awareness raising and other activities
- Support communications team with social media coordination and content collection.

Other tasks as they arise – Orchid Project is a small team in an entrepreneurial environment, and you may be required to undertake tasks outside of your job description from time to time.

Person specification

This is an excellent opportunity for the right candidate to further develop their career with a highly reputable, growing organisation in the women's rights sector.

What you'll bring:

- At least 3 years of professional experience is required. The ideal candidate will be able to hit the ground running
- A-levels or equivalent qualification required. Bachelor's degree strongly preferred. Economics background or business experience a plus in drafting and editing CEO documents
- Superior organisational and logistics skills
- Excellent oral and written communications in person, over phone and email
- Very strong composition and copy-editing skills
- Significant experience providing general day-to-day administrative and operational support to executives, including managing all correspondence, diary and travel arrangements
- Previous experience organising and supporting meetings and events, including agendas, note taking and other meeting details
- Proven time management skills, the ability to deal with multiple priorities and work pressures, exercise sound judgement, meet deadlines, and organise and set priorities for own work
- A clear thinker, with strong analytical skills and attention to detail
- Maturity, good judgement, diplomacy and confidentiality in all work
- Ability to use graphics, and to add design and transition elements in PowerPoint and Adobe or similar software
- Ability to quickly learn the preferences of the CEO, propose plans and solutions, and independently execute on those plans
- Highly developed people skills – emotionally intelligent
- Cross-cultural skills desirable
- Social media experience a plus
- Interest in international development or women's rights.