**POSITION DESCRIPTION**

JOB TITLE: EXECUTIVE ASSISTANT

LOCATION: National Office, Wellington

CONTRACT TYPE: Permanent, full time

REPORTS TO: Chief Executive

**Save the Children:**

Save the Children New Zealand (SCNZ) is a long-standing member of the leading international development and humanitarian organisation Save the Children Association, which supports child-focused operations in more than 120 countries around the world worth more than US$ 2 billion annually. SCNZ implements a portfolio of development projects across countries in Asia, South-East Asia, the Pacific, and New Zealand, and responds to humanitarian events world-wide

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SCNZ is a ‘child safe’ organisation. We will do all that we can to ensure that children and young people’s experience of our organisation is one that is free from any form of exploitation or abuse and that they feel respected and safe. Anyone representing our organisation is expected to adhere at all times (both in their private and professional lives) to the highest standards of behaviour towards children, young people and their families. This is clearly stated in a Code of Conduct and our Child Safeguarding Policy, and all employees agree to abide by these policies and sign a declaration stating such. If there are concerns regarding our own representatives, they will be investigated honestly and fairly with due regard to internal disciplinary procedures and national legal procedures.

SCNZ is a family-friendly organisation.

Our vision is a world in which every child attains the right to survival, protection, development and participation. Save the Children wants to inspire breakthroughs in the way the world treats children and achieve lasting change in their lives.

The SCNZ Office is in Wellington and staff share a passion for the vision, mission and values of Save the Children. The close-knit team work collaboratively to make sure we deliver on our ambitious goals for children. We value creativity and innovation and support each other to find solutions to challenges.

The Executive Assistant manages the efficient running of the CEO’s office providing full secretarial and administrative support including services committee and Board meetings.

**Key areas of Responsibility:**

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| **TASK** | **KEY RESULT AREAS** |
| **Chief Executive support** | * Manage CEO diary, schedule meetings (internal and external)
* Manage travel and accommodation bookings as required
* Manage incoming and outgoing correspondence
* Ensure office runs smoothly in absence of CEO
* Support the CEO to set the culture and expectations for all employees for professionalism and self-management
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| **Board and Sub-committee support** | * Manage travel and accommodation bookings as required
* Facilitate arrangements for Save the Children International Members Meetings
* Ensure Board members are promptly informed of external invitations and provided with background information
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| **Meetings**  | •Schedule meetings with relevant parties• Prepare and distribute agendas and documents• Arrange travel for meeting attendees• Arrange logistics for meetings• Take minutes on day of meetings and ensure timely delivery thereof after the meeting |
| **Human resources** | * Manage in-house recruitment processes
* Complete telephone screens and reference checking
* Prepare employment documentation including contracts and induction
* Record child safeguarding training

Document and minimise risk where risks are found |
| **Health and Safety** | * Work with CEO to ensure National Office and retail outlets are run in accordance with current legislation
* Document and minimise risk where risks are found
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| **Building Maintenance/Facilities** | * Manage relationship with landlord
* Oversee contractors who provide services to National Office
* Ensure cleanliness and good repair of the office
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| **General** | * Oversee purchasing of key items for National Office
* Maintain centralised contacts list
* Support one-off logistics projects
* Advise CEO of any issues of which they should be aware
* Assist with and/or provide cover for other administration tasks as required
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This may also include any other duties within reasonable limits, as requested by the CEO. Specific Key Performance Indicators for your role will be developed annually and reviewed quarterly by you and the CEO in conjunction with the current business plan and organisational needs of SCNZ.

**Organisational Values:**

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| --- | --- | --- |
| **SCI VALUES** | **SCI DEFINITIONS** | **DEMONSTRATED BEHAVIOURS** |
| **Accountability** | We take personal responsibility for using our resources efficiently, achieving measurable results, and being accountable to supporters, partners, and most of all children | * Takes personal responsibility for key deliverables
* Happy to admit mistakes, and learns from both mistakes and successes
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| **Ambition** | We of are demanding of ourselves and our colleagues, set high goals, and are committed to improving the quality of everything we do for children | * Sets clear goals and objectives that are ambitious in their nature
* Is committed to continuous improvement in work efforts and activities
* Proactively seeks relevant opportunities
* Demonstrates personal drive and commitment
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| **Collaboration** | We respect and value each other, thrive on our diversity, and work with partners to leverage our global strength in making a difference for children | * Team player who works co-operatively with colleagues
* Is fair and reasonable to others
* Able to clearly understand organisational priorities
* Identifies and maintains key stakeholder relationships effectively
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| **Creativity** | We are open to new ideas, embrace change, and take disciplined risks to develop sustainable solutions for and with children | * Innovative in approach to their role
* Embraces and supports organisational change
 |
| **Integrity** | We aspire to live the highest standards of personal honesty and behaviour; we never compromise our reputation and always act in the best interests of children | * Acts with honesty and transparency in all dealings, maintaining an ethical approach to work
* Behaviour in accordance with SCNZ and SCI good conduct guidelines
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## Delegated Authorities:

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| **AREA** | **DELEGATION** |
| **Financial** | * None
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| **Staffing** | * None
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| **Other** | * None
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## Person Specification:

The Executive Assistant will be expected to have and use the following skills and qualities while working for Save the Children New Zealand:

1. Previous experience as a Personal Assistant/Executive Assistant
2. Proven ability to be professional, clear, articulate, and accurate, both verbally and in writing
3. Proven computer skills using the MS Office suite, Adobe Professional, Search engines
4. Outstanding interpersonal skills working with CEOs, Senior Management Team, Board members and external stakeholders.
5. Ability to handle sensitive company information, maintain proper confidentiality and always behave in a way that suggests personal discretion and integrity
6. Excellent time management skills, coordinating the needs and demands of multiple people to create a workable schedule and then often changing that schedule on short notice as situations change
7. Ability to use initiative to create solutions or options and willingness to be flexible