



JOB PROFILE: EXECUTIVE ASSISTANT

Role:	EA to Director Fundraising and Director Strategy & Impact	Date profile last reviewed:	December 2025
Name:		Reports to:	Director Fundraising (DFR) / Director Strategy & Impact (DSI)

MAIN SUMMARY OF ROLE:

To provide confidential administrative and business support to two directors. This role will ensure that both directors are supported in their main duties and provide across-Fund coherence, through good communication and collaboration. A high level of discretion to support members of the Executive Leadership Team (ELT) is essential, along with the ability to communicate and interact with all internal and external stakeholders, including those at senior level.

KEY ACCOUNTABILITIES/RESPONSIBILITIES:

For both Director of Fundraising and Director of Strategy & Impact

- Plan, organise and prioritise each Director's work schedule so that all tasks are carried out in time and in line with deadlines, including agreed actions from meetings.
- Proactively manage the Directors' diaries so that all tasks are carried out with strong awareness and recall, work efficiently to deadlines and push projects to completion, demonstrating initiative and sound decision making.
- Ensure timely and accurate flow of information between ELT, Director and HoDs as required.
- Support the Directors in the production of papers to support decision making including the Board of Trustees, Sub-Committees, and Management Board.
- To carry out any other duties that is within the scope of the job as requested by the DFR/DSI, including:
 - Organise monthly inductions for new starters with both the DFR and DSI
 - Management of credit card/ personal expense claims
- Work collaboratively with the internal EA network to ensure business outputs are met whilst maintaining coherence across the Fund.
- Provide EA cover to Chief Exec and other Directors where required.

Specifically for Director of Fundraising

- Appropriately manage and action all correspondence relating to the Directors' day-to-day responsibilities and be a point of contact for enquiries directed at DFR.
- Act as the Secretary for the annual Trading Company and quarterly Fundraising, Comms and Engagement Committee, and other, meetings including preparing agendas, taking minutes, circulating action notes and monitoring the execution of agreed actions.
- Support DFR performance reporting, including management accounts and one-pagers, as well as the annual business planning cycle and servicing Trustee committees, including supporting HoDs to achieve directorate level tasks/priorities.
- Support the administration of key projects and events that the Director and Fundraising HoDs are responsible for to ensure that activities are completed as scheduled.
- When required, to provide support to the different teams in the directorate, such as:
 - Providing administrative support to HoDs to help maximise their time and help drive the directorate goals forward.
 - Support HoDs to explore new opportunities and assist with planning.

COMPETENCIES REQUIRED FOR THE ROLE	
<u>Essential</u>	<u>Desirable</u>
<ul style="list-style-type: none"> • Planning and organising • Relating and networking • Coping with pressures and set-backs • Writing and Reporting • Adapting and responding to change • Following instructions and procedures 	<ul style="list-style-type: none"> • Deciding and initiating action • Persuading and influencing • Applying expertise and technology • Achieving personal work goals and objectives • Working with people • Learning and researching
QUALIFICATION(S), KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED FOR THE ROLE	
Academic or Professional Qualifications (or equivalent):	
<u>Essential</u> <ul style="list-style-type: none"> • Qualified by experience 	<u>Desirable</u> <ul style="list-style-type: none"> • Professional body qualification
Knowledge/ Experience:	
<u>Essential</u> <ul style="list-style-type: none"> • Proven ability as an Executive Assistant or Personal Assistant to a senior executive • Administrative experience • Experience of working in a team • Stakeholder engagement and management 	<u>Desirable</u> <ul style="list-style-type: none"> • Experience of working in a charity or military or civil service environment
Skills/Abilities:	
<u>Essential</u> <ul style="list-style-type: none"> • IT literate: Microsoft Suite • Able to set deadlines and work to them • Interpersonal skills • Proactive, positive and creative attitude to problem solving • Minute taking • Strong communication skills; written and verbal 	<u>Desirable</u> <ul style="list-style-type: none"> • Ability to positively influence stakeholders at all levels • Creates personal credibility
Other Requirements:	
<ul style="list-style-type: none"> • Occasional evening and weekend work in support of events. • Travel to other Fund and UK locations (as appropriate). • To carry out any other duties that is within the scope of the job as requested by the Directors 	

Signature

I confirm this job profile has been drawn up with my full involvement and accurately reflects the responsibilities of the role.

Postholder's Signature:

NAME:

Line Manager's Signature:

NAME:

Date: