

<b>Department:</b>	Services
<b>Reporting to:</b>	Executive Assistant
<b>Contract type:</b>	Permanent

### Working at Mary's Meals International:

Our mission, vision, and values are at the very heart of everything we do here at Mary's Meals and working for Mary's Meals International is so much more than a career opportunity, we offer the opportunity to support our global movement in a dynamic, flexible, and inclusive environment with a real focus on personal and professional development. We believe in the innate goodness of people, respect the dignity of every human being and family life and believe in good stewardship of the resources entrusted to us. In line with our values, Mary's Meals is fully committed to a culture of safeguarding.

### Role purpose:

Provision of high quality personal and administrative assistance to the Chief Executive Officer (CEO) and to support and work closely with the Executive Leadership Team (ELT) and the Boards. In particular, responsible for managing the CEO diary and appointments, managing inbox, attending various meetings for minute taking and action facilitation, travel arrangements, events coordination, maintaining office systems and undertaking specific projects as required.

### Key responsibilities & activities:

- To act as the initial point of contact for the CEO in their absence, assessing priorities and re-directing calls, enquiries and requests as necessary.
- To manage the CEO's diary and appointments, ensuring effective use of time and preparation of papers and information in advance.
- To take responsibility for keeping the CEO's diary up to date, planning and organising meetings, arranging appointments, travel and functions.
- To filter incoming mail to the CEO: sorting, redirecting, drafting responses and taking action as appropriate.
- To provide word processing support and proof-reading letters, documents, and reports.
- To take responsibility for dealing with emails, phone calls, post, general correspondence, reports, minutes of meetings and forms on behalf of the CEO.
- To take responsibility for drafting correspondence on behalf of the CEO.
- To support with the management and updating of social media platforms, such as LinkedIn.
- To receive visitors for the CEO and arrange hospitality at the office, or other location as required.
- Attend MMI Office and/or Dalmally office on a regular basis to assist with various tasks, such as video recording set up, administration of hand-written letters, etc.
- To carry out background research and provide reports for the CEO on various subjects.

- To liaise with employees, affiliates, partners and donors as required by the CEO.
- To maintain an up-to-date and accessible filing system for the CEO and file correspondence, reports, minutes etc. in the filing system, both on paper and on the computer network.
- To provide all of the above support on a temporary coverage basis to all key personnel within the ELT, in the absence of the Executive Assistant.
- To organise internal and external meetings and teleconferences, including booking venues, arranging accommodation, preparing agendas and meeting papers, disseminating meeting papers, liaising with board members and the ELT and taking minutes as required.
- To organise and prepare complex travel itineraries and make all travel and accommodation arrangements necessary for the CEO and other key personnel as required.
- To devise and maintain office systems including data management and filing, and organising and storing paperwork, documents and computer-based information and to be involved in data management and security projects as required.
- To undertake projects from time to time on behalf of the CEO and ELT - examples include organisation of events.
- To manage own work allocation, productivity and quality of work with minimum supervision.

### **All MMI employees are expected to undertake the following general duties:**

- Work within the framework of the Mary's Meals mission, vision and values.
- Work towards achieving department strategy, operational plans and objectives.
- Ensure familiarity with and adhere to all MMI policies and procedures.
- Undertake and apply learning from appropriate training and development programmes.
- You may be required to travel to countries where Mary's Meals operates.
- Understand and uphold the standards outlined in MMI's Safeguarding Policy, acting with due care and attention to safeguard anyone that comes into contact with our work.

### **Essential skills & experience required for this role:**

- Proven experience of working as a Personal Assistant.
- Discretion and understanding of confidentiality and data protection issues.
- Experience of taking and writing minutes, summarising discussions and writing reports.
- Excellent attention to detail and drive to produce high quality, accurate outputs.
- Outgoing personality with excellent communication (both written and oral).
- Analytical ability and the capacity to think objectively and demonstrate sound judgement.
- Intermediate level experience with Microsoft Word, Excel, Outlook and PowerPoint.
- Cultural sensitivity and the ability to work effectively with a wide range of people in different countries and settings.
- Experience of a flexible approach to managing and prioritising a high workload and multiple tasks in a fast-paced environment with tight deadlines.
- Experience of handling a wide range of enquiries and an excellent telephone manner.
- Accuracy and attention to detail.
- Highest levels of personal integrity, honesty and reliability.
- Experience of taking and writing minutes, summarising discussions and writing reports

### **Desirable skills & experience required for this role:**

- Relevant qualification in secretarial studies, business, administration or management.
- Experience of working in a charity or not for profit organisation.

## Qualifications:

- Minimum of GCSE English and Mathematics (or equivalent)
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## Mary's Meals 7S Competencies:

As an employee Mary's Meals International, you have a responsibility to approach your role in line with our 7S competency model.

<b>Self</b>	<ul style="list-style-type: none"><li>• I build and demonstrate resilience</li><li>• I lead by example</li><li>• I am authentic and true to Mary's Meals values</li><li>• I develop myself and set stretching goals</li></ul>
<b>Service</b>	<ul style="list-style-type: none"><li>• I have a vocational attitude to my work</li><li>• I inspire hope in others</li><li>• I build belief that even difficult challenges can be solved</li><li>• I am committed to serving and enabling all who want to be part of the global movement</li><li>• I work to ensure our future will be even better than our past</li></ul>
<b>Simplicity</b>	<ul style="list-style-type: none"><li>• I communicate effectively</li><li>• I follow clear decision-making criteria</li><li>• I create plans that are easy to follow and contribute to organisational goals</li><li>• I embrace inclusivity and diversity</li><li>• I focus on delivering results</li></ul>
<b>Stewardship</b>	<ul style="list-style-type: none"><li>• I pay attention to the things that matter most – (a) our physical resources; (b) our people</li><li>• I nurture, develop and respect our relationships with external stakeholders</li><li>• I deliver on my promises</li><li>• I am happy to be held accountable and to hold others to account</li></ul>
<b>Strategy</b>	<ul style="list-style-type: none"><li>• I have a point of view about the future</li><li>• I know our stakeholders and see our priorities clearly</li><li>• I help others to work in ways that have the greatest impact</li><li>• I work to deliver my objectives</li></ul>
<b>Strengthen</b>	<ul style="list-style-type: none"><li>• I contribute to a positive work environment</li><li>• I help and support those around me</li></ul>
<b>Success</b>	<ul style="list-style-type: none"><li>• I am a catalyst for change</li><li>• I maintain my technical competence</li><li>• I contribute to the success of my team</li><li>• I am accountable</li><li>• I embrace change</li></ul>

## Changes to your role:

As our organisation evolves and grows, your job description may need to be reviewed and if appropriate, changed. These changes may be initiated by you or your manager but always in consultation with you and your job description may also be reviewed as part of your annual PDR process.