

Role Profile

Job Title:	Personal Assistant to the Fundraising Director
Location:	Award House, London
Reports To:	Fundraising Director

Summary of Role

The Duke of Edinburgh's International Award is the world's leading youth achievement award, equipping young people for life and work. Each year, more than one million young people take part in the Award in over 130 countries and territories. The Duke of Edinburgh's International Award Foundation drives and supports the Award's global growth, so more young people can take part.

The Fundraising team is a key team within The Duke of Edinburgh's International Award Foundation. The team is ambitious and in a high-growth stage as they capitalise on interest in non-formal education in new territories across the globe.

The Personal Assistant to the Fundraising Director is a new role that is being created to maximise the efficiency and effectiveness of the Fundraising Director and the Fundraising team. The Personal Assistant will provide support to the Fundraising Director in all aspects of their work, including comprehensive diary management, complex international travel arrangements, and acting as the point of contact for donors and other key contacts, including senior members of the Royal Households and high net worth individuals. In addition to handling PA duties for the Fundraising Director, the Personal Assistant will provide team administration duties for the Fundraising Team.

The Foundation looks to make the best use of the skills and attributes of its staff and to help colleagues develop professionally and personally during their employment. The Personal Assistant may be invited to work on projects that cut across individual departments, in addition to their daily duties.

Key Responsibilities

Personal Assistance

- Co-ordinate and manage the Fundraising Director's diary
- Draft responses or reply directly to correspondence received on behalf of the Fundraising Director
- Organise and support face to face meetings with donors, prospective donors and senior members of the Royal Households. Take meeting notes and lead on completion of actions, as appropriate
- Co-ordinate and manage the local and international travel requirements of the Fundraising Director and other members of the Fundraising Team, including visa applications, complex flight arrangements, accommodation reservations, transfers, and the preparation of comprehensive itineraries and briefing notes
- Manage the Fundraising Director's inbox in periods of absence, and liaise with the Deputy Director of Fundraising as appropriate
- Co-ordinate and manage meeting arrangements with external contacts on behalf of the Fundraising Director, including venue bookings, restaurant reservations and ordering lunches and refreshments
- Liaise with members of Senior Management Team (SMT), including the Secretary General, the Deputy Director of Fundraising and internal colleagues on behalf of the Fundraising Director
- Ensure that the confidentiality of all sensitive information is maintained at all times and shared only where appropriate
- Prepare and circulate agenda and papers for the Development Group committee meetings and other advisory boards. Be responsible for ensuring the resulting actions are completed
- Maintain up to date contact information for the Fundraising Director and Fundraising Team using the Foundation's contact management system (currently Salesforce) to ensure that up to date information is available at all times
- Prepare expense claims and monthly credit card reconciliations for the Fundraising Director, ensuring expenditure is coded to the appropriate budget
- Provide secretarial and administrative support to the Fundraising Director and, when required, to the Royal households and other associated stakeholders
- Undertake general research on behalf of the Fundraising Director, including donor due diligence
- Assist the Fundraising Director and Deputy Director of Fundraising with the preparation of Budgets and financial management for the Fundraising Team

Fundraising Team Administration

- Coordinate internal department activities such as team meetings and away days as well as overseeing general administrative duties within the team, such as production of monthly reports
- Conduct Due Diligence for existing and prospective donors
- Work closely with the Finance team (and allocated finance manager) to track payments and instalments from donors, identifying and communicating when monies are due and overdue
- Create event briefing documents and co-ordinate briefings with the Fundraising team
- Ensure the Fundraising section of the website is up to date
- General assistance with fundraising activities as required
- To liaise with and foster good relationships with suppliers
- Be the departmental 'champion' for data, and hold responsibility for the accurate and timely input of Fundraising-specific information into the Foundation's management information system
- Undertake any other duties as required for the successful delivery of Fundraising Department objectives

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
Qualifications	<p>Completed secondary education with a minimum average grade of C across subjects studied</p> <p>Evidence of continuous professional development</p>	<p>Educated to degree level or equivalent experience</p> <p>Achieved bronze, silver or gold Duke of Edinburgh's Award</p>	Application
Experience	<p>Previous EA/PA experience in a large scale organisation</p> <p>Experience of working with senior management and high level leaders</p> <p>Experience of conference or high profile event management</p> <p>Experience of governance and trustee management</p> <p>Experience of working in a team environment</p> <p>Experience of budget management</p> <p>Experience of communicating to a broad range of stakeholders using various media (e.g. email, publications, letters)</p>	<p>Experience of working in a matrix management/ international setting/ charity environment</p> <p>Experience of working with Royal households and High Net Worth Individuals</p> <p>Experience of working across different time zones</p> <p>Experience of conference or high profile event management</p> <p>Experience of contact management systems (CMS) – ideally Salesforce</p>	Application/ Interview
Knowledge	<p>Cultural sensitivity</p> <p>Understanding of fundraising functions within charities</p>	<p>Knowledge of the Award</p> <p>Understanding of social media tools</p>	Interview
Skills and Abilities	<p>Attention to detail and high levels of accuracy</p> <p>Self-motivated with the ability to work autonomously where required</p> <p>Ability to maintain confidentiality</p> <p>Negotiation skills</p> <p>Conscientious</p> <p>Enthusiastic</p> <p>Flexible in approach</p> <p>Ability to inform and influence decision makers</p>	<p>Project management skills</p> <p>Able to work on own initiative with little supervision</p> <p>Fluency in one or more other languages</p>	Interview

	<p>Strong Microsoft Office skills, including Word, Excel and PowerPoint</p> <p>Excellent organisational and time management skills</p> <p>Ability to prioritise workloads, work to deadlines and work under pressure</p> <p>Excellent written and oral communication skills</p> <p>Accurate and comprehensive minute taking skills</p> <p>Analytical skills</p> <p>Ability to communicate at all levels</p> <p>Strong team working and interpersonal skills</p>		
<p>Circumstances</p>	<p>35 hours per week (Monday to Friday) with some flexibility required on or around the lead up to evening events.</p> <p>Occasional requirement to travel (1-2 trips per year of a maximum of two weeks in duration)</p> <p>Overtime is not payable, though hours worked over and above standard contract can be taken in lieu of payment (in line with policy)</p> <p>Benefits (Some are applicable after probation period): 25 annual leave days (plus bank holidays), Private Medical Insurance, Death in service payment of 4x salary, Healthcare Cash Plan, Joint Contribution Pension Scheme, Salary Sacrifice Schemes, Season Ticket loans</p>		