



Strategic Assistant to the CEO

Job Profile

1. Basic Details	
Job Title: Strategic Assistant to the CEO	Date: June 2022
Department: CEO	Location: CARE Head Office, London
Working Hours: The position is full time (35 hours a week).	
2. Reporting Structure	
Line Manger: CEO	
Key Relationships and peers: Senior Leadership Team and external partners	
Line management Responsibilities: No line reports but may be required to manage consultants, researchers, and project teams.	
3. Job	
Purpose of Job: Working at the heart of the organisation, this role provides critical support to the CEO to enable the delivery of CARE's aims and objectives. The Strategic Assistant's role is wide and varied, ranging from key administrative tasks to leading on specific projects. It involves having an overview across the whole charity, ensuring collaborative working between teams and problem-solving matters that do not require the CEO's attention. There will be regular contact with the Board of Trustees, Senior Leadership Team (SLT) and other key stakeholders.	
Core accountabilities <ul style="list-style-type: none">• Maintaining a well organised CEO office including active management of the CEO's diary, coordinating and drafting meeting papers (including agendas and minute taking) for Board and SLT meetings as well as other meetings as required.• Drafting succinct and up-to-date briefing papers and background information for the CEO on specific issues and or for internal and external meetings. This might include specific briefings on individuals/ projects/ organisations.• Maintaining excellent internal and external relationships to enable collaborative working and promote and maintain the reputation of the charity.• Managing and promoting good ways of working, best practice and a promoting a generous, gracious, creative, courageous, candid, Christian working culture.	
<u>Please note:</u>	

- There may be opportunities for placements within the public policy, communications or church engagement teams on a part-time basis or for a fixed period.

Key responsibilities

The post holder will be responsible for supporting the CEO to drive forward CARE's agenda and, under the management of the CEO, for enabling the smooth running of the organisation.

Achieving this objective will include, but not be limited to, embracing the following responsibilities:

The day-to-day practicalities of running a high-profile high-quality CEOs office, This will include:

1. Diary management
 - Ensuring the CEO's diary works efficiently, with adequate time built in for travel and preparation where required.
 - Prioritise effectively, exercising judgment and flexibility in managing potential conflicting diary issues in a sensitive manner,
 - Ensure that the diary and travel arrangements for the CEO are fully planned, organised and managed effectively. This will include booking travel tickets/hotels as required
 - Ensure CEO remains on course with all regular meetings including 1-2-1s.
2. Provide appropriate support for Board, SLT meetings and whole team meetings, including drafting, coordinating and dissemination of meeting papers, agendas and note taking in meetings.
3. Maintaining a live CRM/ contact database and electronic files
 - Ensure the database is kept live, relevant and up to date, in accordance with CARE's data protection policy. Entries are made accurately and removed when no longer required.
 - The CEO and work files are stores appropriately in CARE's electronic filing system
4. Identify new potential supporters and partners for CARE's work
Carry out desk research on specific issues to identify key players, and make contact
5. Gatekeeper role
To be the first point of contact before the CEO, resolving issues that do not require the CEO's attention.
6. Keep prioritised tasks list up to date and make sure CEO is on top of it.
7. Supporting the CEO in his writing and speaking commitments through:
 - undertaking research,
 - summarising positions and debates around key issues,
 - drafting talks and articles,
 - preparing presentation slides and materials.
8. Maintaining an overview of teams and individuals across the organisation, making links to enable more effective working where required.
9. Managing specific time limited ad hoc projects
10. Play a part in supporting and contributing to the wider CARE team in office events, including but not limited to leading staff prayer meetings.
11. Being an ambassador for CARE, and be willing to speak at external events (supporter events,

church services, colleges, etc.) to promote CARE's work and causes.

12. To provide assistance to other teams and undertake other duties to benefit CARE's wider work and mission outside of the role's core responsibilities. This will be an expression of the post holder's servant leadership within the wider team.

The Person Specification for this role follows below



Strategic Assistant to the CEO

Person Specification

Requirements for the job	
Character	<p>We expect each member of the CARE team to embody Jesus' Golden Rule described in Matthew 22:37-38: "Love the Lord your God with all your heart and with all your soul and with all your mind.' This is the first and greatest commandment. And the second is like it: 'Love your neighbour as yourself."</p> <p>As part of our personal discipleship members of the CARE team will be accountable for how the Fruit of the Holy Spirit in Galatians 5:22-23 impacts relationships, conduct, speech, behaviour, motivation and goal setting.</p> <p>Practically this will mean you will:</p> <ul style="list-style-type: none"> • Place prayer and the spiritual wellbeing of yourself, colleagues and others as a first priority • Be willing to take responsibility for your own actions, those of your team, and not abdicate responsibility for appropriate decision making • Step in to help others where you see a need being unmet; • See your role and work in the context of mission and God's calling on your life • Act with civility and integrity in all matters internal and external, and avoid party political or denominational bias in carrying out work in and for CARE • Be flexible and agile in working patterns and be willing to go the extra mile when necessary • Show grace and forgiveness when wronged, and say sorry and ask for forgiveness when a mistake has been made • Be an active listener and take advice in order to make wise decisions • Be inclusive in respecting the value of each person whether they share the same beliefs, views or positions or not
Experience	<ul style="list-style-type: none"> • Working in an office environment as part of a team but with confidence to work autonomously, and delivering to deadlines (essential) • Applying the bible's teaching to contemporary public policy issues • Leading prayer meetings and bible studies (essential) • Set and stick to workplans (essential) • Working with a wide range of people demonstrating emotional intelligence in doing so. • Demonstrating leadership in different settings and working across boundaries (desirable)

Skills and knowledge	<ul style="list-style-type: none"> • Good Honours degree or equivalent • Good administration and IT skills • Understanding of how to use different communication channels for marketing and promoting a programme and for recruitment (• Good knowledge of contemporary mainstream Christian thinking and/or the UK political system, institutions and key public debates • Agreement with the theological underpinning of CARE’s position on key causes and campaigns
Attributes	<ul style="list-style-type: none"> • The ability to plan, organise, prioritise and co-ordinate workload for oneself and others • The ability to work well in a small team • Work well and consistently under pressure and with emotional intelligence • The ability to produce clear, concise and accurate written material including reports, briefings, correspondence and other documentation • Good people skills and the ability to deal with others with integrity and diplomacy • A thorough approach which lends itself to methodical and accurate work produced in a timely manner to meet deadlines (essential) • Flexibility and a willingness to occasionally work outside of normal working hours if necessary.

CARE reserves the right to amend this job description at its discretion. Changes will be discussed in person and notification made in writing within 28 days of amendment.

CARE is a company limited by guarantee registered in England and Wales at
53 Romney Street, London, SW1P 3RF.

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