

POSITION DESCRIPTION

Role Title	Executive Assistant
Name	

RELATIONSHIPS

Direct Manager	CEO
Direct Reports	None
Key internal relationships	Senior Staff team, Anglican Aid staff
Key external relationships	Archbishop and Clergy, International VIPs, Travel agency,

PRIMARY PURPOSE

(In one or two paragraphs, state the main purpose of the role. Use action words to define WHAT is done and WHY it is done.)

1. Provide high level administrative support to the CEO and Senior Staff team.
2. Contribute to the CEO's and Senior Staff team's efficiency at work.
3. Arrange travel for all staff.

Key Responsibilities

- Ensure the CEO is free to focus on leading the team by minimising and streamlining administrative work wherever possible;
- Pro-actively manage the CEO's diary including scheduling appointments, meetings, and managing competing priorities and invitations;
- Prepare and coordinate responses to correspondence and emails on behalf of the CEO;
- Support the efficient and effective work patterns of the CEO in a context of competing and rapidly changing priorities;
- Enable the CEO's communication and engagement with international and domestic stakeholders, and the senior team;
- Coordinate occasional events for donors
- Organise international and domestic travel for all staff;
- Manage and acquit the CEO's expenses;
- Ensure a well organised office working environment for the CEO.

Attributes and Capabilities:

- An evangelical Christian, committed to the mission, vision, and values of Anglican Aid;
- Proven experience supporting a CEO and senior executives in professional environments;
- Confident and sensitive working in cross cultural contexts with culturally diverse partners and stakeholders.
- Adept at liaising with senior stakeholders, including clergy, funders and international guests;
- Applies discretion and judgement in communications and interactions internally and externally;
- Articulate and professional communicator;
- Excellent organisational skills and a keen eye for detail.

AUTHORISATION – Position Description	
Chief Executive Officer	
(Signature)	
Supervising Manager	
(Signature)	
Employee	
(Signature)	