Executive Assistant – Role Description

About Us
EIA investigates and campaigns against environmental crime and abuse. Our undercover investigations expose transnational wildlife crime, with a focus on elephants and tigers, and forest crimes such as illegal logging and deforestation for cash crops like palm oil.

We work to safeguard global marine ecosystems by addressing the threats posed by plastic pollution, bycatch and commercial exploitation of whales, dolphins and porpoises.

Finally, we reduce the impact of climate change by campaigning to eliminate powerful refrigerant greenhouse gases, exposing related illicit trade and improving energy efficiency in the cooling sector.

About the role
- Based in the London office, (hybrid working is negotiable), this is a new post.
- We are looking for someone who can work effectively with the Executive Director and who can proactively contribute to the development of the organisation and the delivery of its strategy.
- Has a track record of building and maintaining effective relationships with various colleagues internally, along with stakeholders externally, is essential.
- Part of the role will involve working closely with the Senior Management Team and other senior colleagues, including the Campaigns Director.
- Helping ensure activities are taken forward in ways aligned to organisational culture is important, especially those that are cross-organisational to nurture a sense of wider team.

Closing Date 20th June 2022
Salary £40,000 - £45,000

Responsibilities
Working closely with the Executive Director the Executive Assistant is responsible for proactively working on:

Strategy
- Ensuring discussions with colleagues take place across EIA to progress the strategy, track progress and adjust it to ensure relevance
- Ensuring timely follow through on priority initiatives that are consistent with the strategy.
- Developing relevant systems and providing insights to help ensure strategy remains relevant.
• Facilitating across organisational learning and activities that help foster effective delivery of strategy and nurture culture.
• Supporting the Executive Director and colleagues in the coordination of workstreams

**Administration**
• Anticipating the needs of the Executive Director and wider EIA team to help them stay focused on priorities, including resolving operational and administrative issues.
• Acting as a liaison between colleagues to manage the flow of information and ensure alignment.
• Coordinating meetings and managing team calendars.
• Providing comprehensive administrative support to the Executive Director
• Drafting communications from the Executive Director that are of high quality and align with strategy

**Coordination**
• Acting as a key point of contact and proactively building relationships with colleagues across the organisation, including receiving and responding to queries as directed.
• Coordinating organisational meetings both internally and externally
• Ensuring diaries, meetings and mailboxes are managed efficiently and effectively
• Working as part of the EIA team to ensure the smooth running of the organisation consistent with organisational culture
• Supporting team members so that they are accountable to deadlines and meet these in an efficient way.
• Helping promote a culture which prioritises health and well-being

**Skills and Experience**
• Ability to represent what EIA stands for - re its culture, strategy and work - in internal and external meetings and communications
• IT proficiency
• Outstanding communication, interpersonal and administrative skills
• Excellent attention to detail and problem-solving skills
• Extensive experience in relevant previous roles.
• Ability to work independently whilst also being able to engage collaboratively with others
• Experience of effectively supporting the delivery of strategy
• Commitment to EIA’s work and the contribution of the environment sector, with a focus on advocacy and campaigning