

JOB DESCRIPTION:

Job Title:	Executive Assistant
Reports to:	Chief Executive Officer
Number of reports:	None
Location:	Dublin
Employment Type:	Permanent

Purpose of the job

To provide administrative and executive support to the Chief Executive Officer.

Dimensions

Reports directly to the Chief Executive Officer, the Executive Assistant provides administrative and executive support as the primary point of contact both internally and externally on all matters pertaining to the Office of the CEO. Serves as a conduit between the CEO and the Board of Directors, and also between the CEO and the Senior Management Team.

Clients / Stakeholders

Chief Executive Officer, Board of Directors, Senior Management Team, Head Office, Animal Centre's, Affiliated Member Societies, members of the public, government departments, local authorities and other external agencies.

Roles and Responsibilities

Executive Support

- Completes a broad variety of administrative tasks for the CEO including but not restricted to: managing an extremely active calendar of appointments; composing and preparing correspondence that is often confidential; arranging travel plans, itineraries and agendas; compiling documents for meetings and compiling expense reports.
- Plans, co-ordinates and ensures the CEO's schedule is followed and respected.
- Co-ordinates all documentation in relation to ISPCA Board Meetings including meeting agendas and support documentation which must be circulated to Board Members and appropriate Management Team Members in accordance with ISPCA guidelines and as directed by the CEO.
- Communicates directly, and on behalf of the CEO, with Board Members, donors, staff, affiliated member organisations and others on matters related to CEO's programmatic initiatives.
- Researches, prioritises and follows up on upcoming and emerging issues and concerns addressed to the CEO including those of a sensitive or confidential nature, determines appropriate course of action, referral or response.
- Provides a conduit for smooth communication between the Office of the CEO and internal departments, demonstrating interpersonal skills and the ability to maintain credibility trust and support with Senior Management staff.
- Works closely and effectively with the CEO to keep him / her well informed of upcoming commitments and responsibilities, following up as appropriate.
- Successfully completes critical deliverables with a hands-on approach including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the CEO's ability to effectively lead the ISPCA.
- Prioritises conflicting demands; handles matters expeditiously, proactively and completes projects within deadline pressures.

- Receives and logs all complaints received and ensures that they are acknowledged and dealt with according to ISPCA Complaints Policy.
- Provides a point of contact with affiliated member organisations and co-ordinates affiliated member meetings.
- Assisting with the management of the Dublin office.
Liaise with IT staff to ensure set up of regular video conferences and audio visual facilities for Board and other meetings were required.
- Monitors and ensures compliance with Irish charity standards (Governance Code, Guiding Principles for Fundraising etc.).
- Responsible for providing information to statutory bodies (Charity Regulatory Authority, Register of Lobbyists) in line with appropriate legislation.

Board Support and Liaison

- Serves as the CEO administrative liaison with ISPCA Board of Directors.
- Complies with applicable rules set out in the ISPCA's Memorandum and Articles of Association regarding Board and Board Committee matters, including distribution of materials before meetings in electronic / paper format.
- Assists Board Members with travel arrangements, accommodation and subsistence planning when required and in accordance with their role as Board Members.
- Maintains discretion and confidentiality in relationships with all Board Members.

Senior Management Liaison

- Responsible for scheduling meetings, circulating agendas and as note taker.
- Assists CEO in co-ordinating off-site meetings with members of Senior Management Team.
- Acts as point of contact for members of Senior Management Team in the absence of the CEO.

Person Specification

Essential

- Good standard of education
- 5 to 10 years' experience in a similar role
- Must be creative, resourceful and enjoy working within an environment that is mission driven, results driven and community oriented
- Ability to exercise good judgement in a variety of situations
- Strong written and verbal communication skills with excellent attention to detail
- Strong interpersonal skills and the ability to build relationships with stakeholders, including staff, board members, external stakeholders and donors
- Excellent communication, organisational and administrative skills
- Ability to manage multiple priorities effectively
- Ability to work independently on project work and as part of a team
- Ability to work under pressure and maintain confidentiality when required
- Flexible approach to working hours (some weekend work may be required)
- Proficient in Microsoft Office (MS Outlook, MS Word, MS Excel, MS PowerPoint and MS Project).

Desirable

- Knowledge of, or interest in, animal welfare
- Knowledge of the charity sector