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Post: Personal Assistant to the Director of Sense International

**Reports to:** Director of Sense International

**Location:** London, near Kings Cross (Hybrid)

**Hours:** Part time/ 22.5 hours per week

**Salary:** £36,084 (including London Weighting Allowance) pro rata

**Contract duration:** Permanent

# Sense International

### Sense International is the only international non-governmental organisation dedicated to supporting people with deafblindness and their families around the world. Sense International supports programmes in Kenya, Tanzania, Uganda, Romania, Peru, India, Bangladesh, and Nepal.

# The Sense International team

The Sense International team exists to support programmes and operations in all eight countries and bring about meaningful change in the lives of people with deafblindness and realise their rights. We work closely through our sister organisations in India, Kenya, Peru, Romania, Tanzania and Uganda and through partners in Bangladesh and Nepal. The Sense International team provides strategic leadership to the Sense International global family and supports global programmes and fundraising in addition to day-to-day support on operations including finance and human resources.

Additionally, the Director of Sense International is line manager to the Regional Director of East Africa, who overseas programmes and operations in Kenya, Uganda and Tanzania and she also line manages the Director of Sense International Romania and the Director of Sense International Peru. The Director of Sense International also sits on the boards of Sense International Kenya, Sense International Uganda, Sense International Tanzania, Sense International Romania and Sense International Peru.

# About the role

## Objectives

The Personal Assistant is responsible for coordinating the activities of the Director of Sense International and the Sense International Team to enable the efficient and effective delivery of our programmes and operations in the UK and globally. This will include providing an excellent confidential administrative service, document collation and editing and key meeting co-ordination.

The following job description cannot cover every issue or task that may arise within the post at various times and the post-holder will be expected to carry out other duties from time to time which are broadly consistent with those in this document.

## Key responsibilities

* Providing administrative support to the Director of Sense International and the Associate Director of Fundraising including diary management, travel and meeting arrangements, organising and preparing papers for meetings, and taking accurate minutes
* Ensuring timely preparation and presentation, collation and submission of all Trustee board papers and Committee papers in conjunction with other Sense International colleagues as necessary
* Responsible for key governance processes including maintaining trustee terms and attendance register, timely coordination of annual declarations, reviewing and updating governance handbook and trustee induction pack
* Supporting the Director of Sense International with their global governance responsibilities
* Supporting induction planning and arrangements for new trustees and staff
* Organisation of all governance related meetings as well as team events and meetings when required
* Supporting the development and delivery of high-quality events, including virtual events, parliamentary meetings, fundraising events, conferences and webinars
* Management of travel (domestic and international), off site bookings and expenses reconciliation for the Director of Sense International and other team members as requested
* Supporting the wider Sense International team with preparing agenda and papers for other meetings as necessary
* Developing and administering core systems that support the Sense International team e.g. shared drives, approval processes, SharePoint and Teams site management.

# Knowledge, skills and experience

* Experience of providing administrative services at Executive level
* Ability to build effective working relationships with senior leaders and key stakeholders
* Experience of supporting senior teams
* Excellent communication (verbal and writing skills), negotiation/influencing and interpersonal skills
* Strong ability to use Microsoft Office applications such as Teams, Word, Excel, PowerPoint, SharePoint and Zoom
* Excellent time management and organisation skills
* Strong initiative and ability to work independently
* An understanding of international development and empathy with our work and cause

## Other information

* This job description does not form part of the employment contract.
* This post is not exempt from the Rehabilitation of Offenders Act.