



Creating opportunities for the world's poor



Executive Assistant

Candidate Pack

June 2021

About BRAC

BRAC was founded in Bangladesh in 1972 by Sir Fazle Hasan Abed, and today is a global leader in developing cost-effective, evidence-based poverty innovations in extremely poor, conflict-prone and post-disaster settings. These include programmes in education, healthcare, microfinance, girls' empowerment, agriculture, human and legal rights, social enterprises, a bank, a university, and the world's largest mobile money platform. BRAC employs more than 100,000 people in 11 countries, with a total global expenditure of about \$1.2 billion.

BRAC is also unique among the world's major non-profits in that its overall budget is majority self-financed. In Bangladesh, where BRAC was founded and is the location of its global headquarters BRAC self-funds over 70% of its annual budget from its own socially-responsible businesses.

BRAC has been ranked as the number one NGO in the world for five consecutive years by the Geneva-based NGO Advisor, an independent media organisation committed to highlighting innovation, impact and governance in the non-profit sector.

"Pragmatic, adaptive, BRAC can now play any game, whether using for-profit or non-profit approaches, to face and challenge systems of inequity," said NGO Advisor in its review of BRAC. "BRAC ticks every box this year, with extra scoring for the clarity of its five-year strategic vision and its willingness to expand its international outreach. Today, BRAC is more than a reference; it is leading the non-profit world toward its next degree of efficiency and leverage" said NGO Advisor Editor-in-Chief Jean-Christophe Nothias.

BRAC's programmes are implemented by BRAC country offices in 11 countries and BRAC also supports partners, including governments and civil society organisations in 5 other countries through BRAC's Ultra Poor Graduation Initiative.

About BRAC UK

BRAC UK was founded in 2006 and is one of the four members of the BRAC Global group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC at the moment, with a new, ambitious global strategy in place which aims to reach over 250 million people by 2030. A new Global Board was formed in 2019 to oversee the global strategy and in 2020 concluded agreements with these four BRAC entities to define its role and mandate.

BRAC UK supports BRAC's development work around the world through fundraising, contract management and donor relationship management. We also provide specific expertise in the areas of inclusive business approaches, innovative financial tools, private sector partnerships, and disability inclusion. BRAC UK plays a key role in BRAC's work engaging with and influencing policy makers and practitioners to tackle extreme poverty.

Job Description

Job Title:	Executive Assistant
Reports to:	CEO
Location:	Southwark, London
Salary:	Salary Scale Grade 1 from £20,809
Term:	Full-time

Key Relationships of particular importance for this role

Internally - BRAC UK Senior Management Team (SMT); BRAC UK Partnerships and Accountability team, Staff; BRAC UK Chair and Board of Trustees; BRAC International and BRAC Bangladesh Executives.

Externally – Staff in BRAC UK partner and donor organisations, FCDO, Charity Commission and other regulatory bodies

Main Purpose

BRAC UK has a small but growing executive and non-executive team with engagement with a wide range of internal and external partners and donors globally. The Executive Assistant (EA) is a new role in the BRAC UK team and has a purpose to increase the level of efficiency and effectiveness of key administrative and organisational functions in the charity.

Working very closely with the CEO and other members of the Senior Management Team and Board of Trustees, the EA will provide essential support in the following areas:

Responsibilities

1. Diary management

- Provide diary management and scheduling support for the CEO and occasionally for the board of trustees and other senior staff. This will include arranging meetings with donors, partner organisations and government officials and liaising with colleagues across BRAC globally to schedule meetings at a convenient time for all.
- Support planning and organisation of visits to the UK from other BRAC entity staff (mainly based overseas).

2. Human Resources administration

- Provide support to the CEO and Director of Finance and Resources in liaising with employees, trustees, volunteers, contractors and consultants to ensure that all documentation in relation to employment processes and contracts are in place and in line with BRAC UK policy. This includes the Code of Conduct, Data Protection (GDPR) compliance, declaration of interests etc.
- Maintain a schedule of staffing contracts and other documentation policies and processes to ensure they are reviewed and updated as needed and remain compliant.
- Provide timely support to the board of trustees in monitoring trustee terms and ensuring that the Chair and CEO are alerted when trustee terms are ending.

3. Board and governance administration and executive support

- Provide support in the scheduling of board meetings, board sub-committee meetings and ad hoc meetings of trustees and senior executives at mutually convenient times.
- Support board meetings through arranging and booking suitable meeting rooms, refreshments, IT and communications equipment and providing guidance to trustees and senior staff to support their attendance at the board meetings.
- Assist in collating board and sub-committee papers and sending them to trustees prior to meetings.
- Draft minutes of board and sub-committee meetings, and arrange follow up on actions.
- Act as a focal point for trustees on administrative matters.
- Provide ad-hoc administration and organisational support to the Chair of Trustees

4. Office management

- Maintain a schedule of Contracts for office supplies and services, ensuring they are reviewed and updated as needed, supporting BRAC UK to achieve best value for money for the services provided at all times – this will include utilities, security, waste, stationary, printing services, couriers, security, communications and IT.
- Arrange for office maintenance visits as needs are identified.
- Liaise with BRAC UK staff on requirements for stationery on a regular basis and order stationery to maintain stock levels.
- Act as first point of contact in the BRAC UK office for visitors and phone callers, welcoming visitors, registering their details and ensuring they have a comfortable and safe visit to BRAC UK
- Maintain a register of office maintenance contractors and their visits.
- Maintain a log of all visitors to BRAC UK office and ensure that they are supported during their visit.

5. Safeguarding

- The Executive Assistant will be responsible for ensuring organisational safeguarding policies are upheld in all their personal interactions with internal and external stakeholders, ensuring they are aware of how to raise safeguarding concerns when appropriate.
- Administrative support to BRAC UK's safeguarding responsibilities including logging reports and updating action plans.

6. Other duties

- To undertake such other duties and responsibilities as the Chief Executive or other Senior Management team members may from time to time request. BRAC UK is a small team and all staff are occasionally called upon to support the work of others.

Person Specification

	Essential	Desirable
Qualifications	Intermediate level of Microsoft office word and other applications	Degree in relevant subject
Experience	Demonstrable administration experience	Providing administrative support in a charitable organisation
	Diary management and scheduling	Taking minutes of board and committee meetings
	Collating and filing HR documentation	Providing administrative support in a small team
	Executive support to senior staff and/or board members	
	Organisational experience of meetings and events of a range of sizes	
Skills	Strong communication skills	
	Ability to build effective working relationships remotely with a wide range of people across different countries	
	Excellent organisational skills	
	Excellent people skills and ability to make others feel at ease	
Qualities	Energetic, determined & dedicated with a passion for BRAC's mission	
	Efficient and very well organised, meticulous attention to detail and understand importance of deadlines	
	Sensitivity and ability to work effectively and respectfully in a multicultural environment	
	Ability to work effectively at a distance from colleagues in Africa and Asia using communications technology	
	Ability to provide a welcoming environment at BRAC UK's offices	
	Ability to manage and prioritise own workload and work flexibly	

Equal Opportunity Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

Terms

This is a full-time post based on a 35 hour week (plus one hour for lunch, unpaid). The employee staff handbook details other terms and conditions of employment.

Salary and pension

The salary for this post is from £20,809 per annum. Salary increases are considered annually, although the organisation is under no obligation to increase salaries year on year. New employees are eligible to join the NEST pension scheme to which the company makes a matched contribution of up to 6 per cent of salary per annum.

Holidays

Leave entitlement is 25 days per annum pro rata in addition to the statutory holidays, increasing by 1 day per year (after one full calendar year service), to a maximum of 30 days.

Location

In the current climate, BRAC UK employees are home-based, but this post is usually located at the BRAC UK office in Southwark. Our office is a short walk from Waterloo Station.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and covering letter, outlining how you meet the role requirements, in no more than 2 pages to recruitment@bracuk.net (mark 'Executive Assistant' in subject line). Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected to proceed.

Closing date: 21st July 2021