



THE PRINCE'S  
COUNTRYSIDE  
FUND

## **Executive Assistant**

### **Job Description & Person Specification**

Role:	Executive Assistant
Department:	The Prince's Countryside Fund
Contract:	Permanent
Hours:	Full-time (37.5 hours per week)
Location:	Victoria, London
Reports to:	Executive Director

#### **About The Prince's Countryside Fund**

Established by HRH The Prince of Wales in 2010, The Prince's Countryside Fund is creating a real future for rural Britain. Our vision is of thriving family farms and rural communities, encouraged and recognised for the way they look after the countryside and their role in creating a sustainable future for our whole nation.

In practice, our work falls under three pillars – thriving farming families, confident rural communities, and inspiring support. We provide support, funding, and advice to all people living and working in the countryside, and our ambitious fundraising strategy underpins these aims.

We award over £500,000 in grants to rural, community-led projects across the UK each year and with a new three-year strategy in place, this is an exciting time to join the charity.

#### **Purpose of the role**

The Executive Assistant will provide high-level executive and project management support to the Executive Director, plus other members of the Senior Management Team – the Head of Operations and the Head of External Affairs - across all aspects of the Fund's work. This will include responsibility for a wide range of activity, including key administrative tasks, drafting papers, research, providing insight for briefings and managing specific projects.

## **Main responsibilities/accountabilities**

- Support the Executive Director by managing key administrative tasks and processes, using discretion and sound judgement to ensure correct prioritisation, suitable drafting of responses and production of supplementary information as required.
- Attend key meetings, track action, helping drive completion of key deliverables, and following up on outstanding items. Also, managing workflows which require approvals.
- Support the Senior Management Team in managing the Board and Sub-committee cycle of meetings, including agenda setting, drafting of reports, obtaining relevant information and promptly producing minutes.
- Maintain a forward calendar of activity for the Fund and assist the Executive Director in managing the Annual Implementation & Resources Plan for the Fund.
- Undertake project management duties on specific projects and development initiatives as requested.
- Provide background, insight, advice and relevant briefing materials in advance of meetings/engagements.
- Support the Senior Management Team in the management and administration of cross-cutting corporate activities such as performance reviews, projects and programmes coordination.
- Support the Senior Management Team with HR administration and specifically with the recruitment of staff to ensure a smooth induction and on-boarding experience.
- Support the development and implementation of the Fund's Evaluation Strategy.

## **Additional accountabilities**

- Ensure that health and safety requirements are met in the areas for which the jobholder is responsible.
- The post holder may be required to carry out other duties that are reasonably to be considered as within the scope and purpose of the job and the aptitudes of the job holder.

This job description reflects the current requirements of the post. As duties and responsibilities change and develop due to changes in organisational and other circumstances, so the actual duties and responsibilities will vary from the particulars of this job description.

## **Special working conditions**

- Some travelling across the UK

- Some overnight stays

### Person Specification

Knowledge	<ul style="list-style-type: none"> <li>• HR knowledge (advantageous).</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Proven experience working as a Personal Assistant/Executive Assistant at a senior level.</li> <li>• Experience of working in a charity (desirable).</li> <li>• Experience of providing administrative support on a number of different projects.</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Demonstrates strong written and oral communications skills. Good spelling, grammar, and impeccable attention to detail are a must.</li> <li>• Proficiency in Word, Excel and PowerPoint, and excellent computer skills, including database use (Salesforce).</li> <li>• Ability to build relationships, particularly with those in senior positions, and the Royal Household.</li> <li>• Ability to present information to a wide range of audiences.</li> <li>• Creative, problem-solver, innovative and flexible.</li> <li>• Highly motivated, organised who can work effectively with minimal supervision, but who also enjoys being in a team environment.</li> <li>• Excellent planning, prioritisation and time management skills, plus ability to respond effectively to changing workloads and priorities.</li> </ul>
Behaviours	<p>Act in accordance with The Prince's Countryside Fund's three values: Practical, Collaborative and Empowering. Also:</p> <ul style="list-style-type: none"> <li>• Enthusiasm and affinity for the work of the Fund and rural matters.</li> <li>• A hard worker and a doer who delivers results.</li> <li>• Recognises the implications of working within a charity.</li> <li>• High level of integrity and discretion.</li> <li>• Demonstrates flexibility and open mindedness.</li> <li>• Provides feedback and support.</li> </ul>

31<sup>st</sup> August 2021