

JOB DESCRIPTION

Job Title: Executive Office Coordinator

Reports to: Chief Financial Officer

Location: London

Role purpose

This role provides a high-quality and comprehensive support service to the Executive Office (comprising CEO, GW Boards and Leadership Team) by ensuring the timely and efficient administration and processes. The role supports the good governance of Global Witness by providing proactive coordination across a variety of meetings and senior positions.

Key accountabilities and responsibilities

Board Support

- Responsible for the effective and timely coordination of pre-meeting agendas and documentation. This includes the scheduling, attendance logistics and related administration of the groups below to ensure professional and efficient meetings:
 - GW Board
 - Finance and Remuneration Committee
 - Advisory Council
 - Development Committee
- Collaborate and provide support to the Chairs of the Boards, coordinating with the Leadership Team and GW colleagues as appropriate.
- Attend and transcribe timely minutes and coordinate follow-up on actions as appropriate.
- Support the Chair of the Board, the CEO and the HR Director in the effective management of the Board recruitment process.
- Creates and maintains comprehensive filing of documentation, as well as ensuring databases, website (where applicable) and intranet are up to date.
- Provides regular communication to stakeholders where required.

Chief Executive Officer Support

- Proactively manage and maintain a comprehensive diary, schedule and travel for the CEO.
- Exercise independent judgement and a high degree of discretion in a variety of situations understanding when escalations and referrals are necessary.
- Works in partnership and promotes high levels of communication, information sharing and collaboration with other teams.
- Send communications on behalf of the CEO as directed, working discretely with the relevant teams as and when required.
- Provide coordination of meetings and attend and transcribe minutes and actions, following up on actions from attendees where required.
- Support the preparation, reconciliation, and re-forecast for the CEO office budgets processing invoices, and liaising with Finance on queries and monthly management accounts.

Executive Directors support

- Responsible and accountable for providing administrative support to the GW Executive Directors. This includes carrying out ad hoc research and assisting with projects as may be requested.
- Organise and schedule meetings and travel for the Executive Directors across different time zones, which may involve occasional complex international trips.
- Reconcile and submit expenses for the CEO and Executive Directors on a timely basis.

Leadership Team support

- Takes minutes at Leadership Team on request.
- Support Leadership Team members with diary management as and when required.

Ways of working and collaborating

- Displays the Global Witness values of courage, inclusion and belonging, kindness and collaboration in all interactions internally and externally
- Creates and contributes to a working environment of positive relationships, working collaboratively and in partnership with a broad and diverse range of internal and external allies and partners
- Demonstrates an active commitment to creating an inclusive and diverse workplace
- Participates in Global Witness' racial justice and broader diversity and inclusion journey
- Adapts to changing needs of the team, including playing a supportive role to other members of the team as necessary
- Works within Global Witness's policies, processes, and procedures at all times, including confidentiality, legal and contractual requirements and general office procedures.
- Makes a positive contribution to the team and the wider organisation by playing an active role in the development and organisation-wide working groups and meetings.

Other

- Manages specific projects and delivers them on time and budget to a high standard.
- Where appropriate, oversees the work of other team members, interns or consultants.
- Carries out any other duties equal to the skills and responsibilities required for this role as directed by the CEO, CFO or other members of the senior leadership.

Person specification

To be successful in this role you'll have:

Essential

- Proven track record of providing high-quality support at the senior executive level to one or more stakeholders
- Displays excellent organisation, planning and prioritisation skills
- Demonstrable experience in handling complicated international and domestic travel itineraries and working across different time zones
- Ability to provide, receive and manage highly complex and sensitive information
- Demonstrable problem-solving skills and ability to work adaptively, responding to sudden unexpected demands as needed
- Proven ability to analyse complex facts and situations and develop a range of options
- Significant experience in prioritising own work effectively and being able to direct activities of others
- Proven track record in using own initiative to decide relevant actions and make recommendations
- Significant experience working in a fast-paced environment with changing priorities
- Excellent verbal, and written communications skills and attention to detail.
- Demonstrates excellent IT skills, including Microsoft Office video-conferencing technology and the ability to troubleshoot and work with directors' remote working arrangements.
- Recognises and understands the complexities of culture, narrative and sensitivities of different issues in different environments
- Displays the ability to reflect on and investigate own biases and how these show up in their work.
- Ability to embody and model Global Witness values, in particular, a willingness to participate in Global Witness' racial justice and broader diversity and inclusion journey
- Ability to work openly and collaboratively with other team members to achieve shared goals and objectives, including coordinating work with colleagues remotely.

Desirable

- Previous NGO experience.
- Knowledge of or enthusiasm for international development and Global Witness' areas of work