



## Job Description: Executive and Communications Assistant

<b>Responsible to:</b>	Director of Sense International and Head of Fundraising
<b>Location:</b>	101 Pentonville Road, London N1 9LG
<b>Salary:</b>	Circa £29,300 including London weighting allowance
<b>Department:</b>	Supporter Engagement

### Sense International

Sense International is an international development NGO dedicated to ensuring children and young people with deafblindness and multi-sensory impairment live full and active lives. Sense International supports programmes in Kenya, Tanzania, Uganda, Romania, Peru, India, Bangladesh and Nepal, and works on sensory screening and early intervention, inclusive education, vocational / livelihoods, advocacy and capacity building.

### Description of Role

The Executive and Communications Assistant is a new and exciting role working closely with the Director and Head of Fundraising to support the global team. It presents a unique opportunity to join an international team with high level engagement and responsibility for some key communications functions. The role requires excellent organisation, prioritisation and co-ordination skills, and the post holder will be expected to communicate effectively with a range of stakeholders, deliver high quality work, show good judgement and apply initiative.

## Specific Responsibilities

1. To provide high level administrative and communications support to the Director and Head of Fundraising, including:
2. Direct support, including diary management, travel and meeting arrangements, organising and preparing papers for meetings, and taking accurate minutes.
3. Supporting the Sense International Team in the UK, including governance and financial support, such as processing invoices and expenses.
4. Supporting the Sense International team globally, including national governance, facilitating visits and conferences.
5. Develop highly engaging communications materials and digital content, including case studies, online newsletters, website copy and social media to promote the impact of projects, ensuring the website and social media are kept up to date and messaging is consistent across the Sense International family.
6. Support the development and delivery of high quality events, including virtual events, parliamentary meetings, fundraising events, conferences and webinars.
7. Support brand management by developing templates for Sense International.
8. Support management of the asset library and maintain up to date consent records for images in line with GDPR and safeguarding practices.
9. Collaborate with the Sense Communications team to ensure effective coordination of communication activities.
10. Assist with any other duties that may arise as requested by the Director and Head of Fundraising, including supporting other members of the Sense International team, or working with Sense colleagues when extra help is required.
11. You may occasionally be involved in activities that take place over a weekend. Also the quarterly Sense International Board meetings run until just after 6pm. You will have plenty of notice of out of normal hours events and you will be compensated by time off in lieu at a mutually convenient time.

## Person Specification

Achievements & Experience	
Essential Criteria	Desirable Criteria
Experience of working as a personal or executive assistant to a Chief Executive or senior Director	Educated to degree level
Experience of minuting meetings and following through on action points.	Training in administrative support.
Experience of co-ordinating finances e.g. checking and coding expenses, checking and recording invoices.	Experience of working in an international NGO and liaising with colleagues in other countries.
Experience of producing digital content and communication materials.	Working with people with disabilities.
Demonstrable ability to plan and prioritise own workload and work on own initiative.	
Skills & Abilities	
Essential Criteria	Desirable Criteria
Strong proficiency in a broad range of Microsoft packages including Word, Excel, PowerPoint including designing presentations	High level of communication with people from different cultures, who have English as a second language.
Exceptional organisational and planning skills, with high levels of literacy and numeracy.	Understanding of safeguarding practices and GDPR.
Ability to prioritise effectively and manage multiple demands, while remaining organised and producing work of a consistently high quality.	
High standards of confidentiality, discretion, tact and diplomacy.	
Excellent written and verbal communication skills and ability to work effectively with a range of internal and external stakeholders.	

<p>A team player, prepared to participate in team activities, provide active support to colleagues and able to work well with staff at all levels.</p>	
<p>A positive approach to disability and a commitment to Sense International's vision and mission.</p>	