

Job Description	
Job Title:	Executive Assistant to Chief Executive Officer
Location:	Hybrid between Office in Dubai and home
Reports to:	Chief Executive Officer
Contract type:	Permanent full-time role
Direct Reports:	None
Salary:	AED8400

OVERALL PURPOSE OF THE JOB

The job holder is accountable for providing a range of administrative, organisational, relationship management and project services primarily to Sparkle's CEO but also across the organisation and to other members of the Sparkle Team, for example, the Chair of the Board of Trustees and the team based in Malawi, UK and UAE.

The CEO works out of Dubai, UK and Malawi and the EA will be required to work with the CEO in the office when she is in Dubai. This is an extremely diverse role wearing many hats and will require someone very structured and used to working under pressure who can comfortably organise the CEO's schedule and work load.

RESPONSIBILITIES

Providing Support to the Chief Executive Officer

Provide a full range of administrative, relationship management and project support for the CEO which includes, but is not limited to the following activities:

Administrative Support:

- Manage the CEOs diary and the schedule meetings
- Manage the CEOs email inbox, answering questions, directing emails as appropriate and referring emails to the CEO
- Develop PowerPoint presentations and other supporting documentation for meetings
- Prepare memos, letters, invoices, statements and other ad hoc documents as required
- Where appropriate ensure CEO is briefed ahead of meetings
- Organise travel (UK, UAE and international) for CEO
- Ensure subscriptions / memberships are kept up to date and be the point of contact for appropriate bodies etc
- Ensure that all of the work undertaken by the CEO is stored / filed on Sparkles databases in line with any data protection regulations
- Updating and managing our CRM system (Beacon) and Sharepoint

Relationship Management Support

- Organise events with partners, donors, external bodies
- Attend meetings on behalf of the CEO when the CEO is unable to do so. These meetings may be online or may be physical which may require travel
- Undertake research about potential partners / donors / other possible opportunities
- Support CEO with development of proposals and Corporate Social Responsibility (CSR) initiatives
- Support CEO with raising profile of Sparkle across the UAE, UK and Malawi through social media, speaking engagements and networking events

Project Support

- Oversee projects and seek status updates on work been undertaken by colleagues in both Malawi, UAE and the UK

Supporting Trustees and Trustee Meetings

- Provide occasional administrative support to members of the Board of Trustees, primarily the Chair of the Trustees
- Attend quarterly Trustee meetings and any ad hoc Trustee meetings and take note and actions. Support the Trustees by ensuring that all actions are followed up

Organising Sparkle wide events

- Regularly organise events, which will mainly be online events such as Team Meetings, “Sparkle Getting to Know You” call
- Working alongside the Fundraising Manager, Volunteer and Admin Officer and the Marketing Officer provide administrative support for Fundraising, Marketing, Volunteers, Client events as required

Budget & Expenses

- Manage incoming invoices on behalf of Sparkle and liaise with bookkeeper
- Track costs against budget for the CEO reporting back on a regular basis
- Manage all aspects of the CEO's expenses

Point of Contact

- Answer and deal with Sparkle's incoming telephone calls, business social media and direct messages to CEO

WORKING RELATIONSHIPS

- Ongoing contact, mainly online with the CEO
- Work closely with members of the UK team, the Malawi team and UAE volunteers
- Regular contact with the Chair of the Trustees and other Board Directors
- Contact with partners and donors

IDEAL EXPERIENCE, SKILLS & PERSONAL ATTRIBUTES

- Unlikely to have the right levels of skills and knowledge without 5 years' experience in a PA or EA role
- Strong affinity with the mission and values of The Sparkle Foundation and the voluntary and charity sector.
- Experience using CRM systems and managing data
- Ability and willingness to assist in Sparkle fundraising and marketing events and activities
- Ability to represent CEO and make some decisions on behalf of the CEO when working with members of the Sparkle Malawi / UK / UAE teams
- Ability to carry out research on potential donors and partners
- Ability to draft / produce proposals
- Good interpersonal skills and customer service skills and the ability to act as first point of contact on a range of questions from external bodies including partners and also Sparkle Trustees, employees and volunteers

- Ability to plan, meet deadlines and multitask with minimum supervision
- Friendly, positive and personable manner with a flexible approach
- Highly organised with excellent attention to detail
- Flexibility as will be sometimes required to work in different time zones
- Excellent standard of written English, ability to write clear formal letters and emails
- Excellent IT skills including Office 365 (SharePoint, Office, Excel, OneNote, PowerPoint etc), Zoom and Hootsuite
- Arabic speaker preferable

To apply please send CVs to: admin@sparklemalawi.org