

Executive Assistant to Group CEO

Position Description

Reporting to:	Group CEO	Work location:	Melbourne CBD
Department:	Office of the CEO	Budget holder:	No
Team:	Office of the CEO	Direct reports:	Nil

Here you'll make a difference

At Save the Children Australia, we attract bright and big-hearted people who are inspired to make a difference. Together, we are fearless in our pursuit of making lasting change for the children and communities who need it most.

The Executive Assistant position within Save the Children Australia (SCA) is a critical role, responsible for providing comprehensive support to the CEO, and SCA and subsidiary Boards. This multifaceted role includes:

- Ensuring the smooth and efficient operation of the CEO's office, through managing the CEO's dynamic schedule, coordinating travel arrangements, maintaining stakeholder relations, and overseeing various administrative tasks;
- facilitating the smooth operation of the executive team by managing schedules, coordinating meetings, and providing administrative assistance as needed; and
- supporting the Company Secretary to ensure the efficient administration of Board and committee meetings through coordinating meeting logistics, preparing meeting materials, maintaining board portals, and facilitating director onboarding and offboarding processes.

The ideal candidate will be proactive, highly organised and detail orientated, and capable of working effectively in a fast-paced environment. Additionally, they will be able to demonstrate the ability to work effectively with a range of internal and external stakeholders whilst also handling confidential information with discretion.

Here your skills will be valued

Role requirements

Executive Support to the CEO

- **Diary Management:** Effectively manage the CEO's calendar to prioritise and schedule meetings, in addition to coordinating logistics such as catering and meeting room bookings, and handling last-minute changes to the schedule.
- **Meeting Support:** Coordinate, prepare and distribute meeting papers and briefing documents in advance of meetings to ensure the CEO is well-prepared. Collate Board and Board Committee papers for review and approval by the CEO.
- **Travel Coordination:** Arrange detailed travel itineraries for domestic and international trips, including transportation, accommodation, and any necessary visas or documentation for CEO.
- **Stakeholder Relations:** Support the CEO in building and maintaining positive relationships with stakeholders by establishing a professional rapport and providing excellent service.
- **CEO Office Management:** Ensure the smooth operation of the CEO's office by promptly addressing issues and managing tasks in the CEO's absence, in collaboration with the Chief of Staff or Executive team.
- **Process Improvement:** In collaboration with the CEO, identify opportunities for process improvements and implement solutions to enhance efficiency and effectiveness in the CEO's office.
- **Financial Management:** Manage invoicing and receipting processes, track and reconcile the CEO's corporate credit card expenses, and monitor expenditure to provide cost-effective solutions where possible.

- Assist with meetings, briefings and logistics when acting on behalf of the CEO.

Executive Team Support

- **Meeting Coordination:** Schedule monthly operational meetings, six-weekly Executive strategy meetings, and Executive off-sites, including arranging travel and coordinating program visits as necessary.
- **Agenda Management:** Assist in the preparation of agendas and distribution of meeting papers for Executive meetings, ensuring all relevant materials are provided to attendees in a timely manner.
- **Calendar Management:** Maintain the yearly board and executive calendar/planner, ensuring that key dates and events are accurately recorded and communicated to team members.
- **Ad Hoc Meetings:** Schedule ad hoc Executive meetings as required, accommodating the needs and availability of the Executive and team members.
- **Onboarding Assistance:** Support the onboarding process for new Executive team members, including coordinating orientation sessions, providing necessary materials, and assisting with logistical arrangements.

Board Administration

- **Meeting Administration:** Assist the Company Secretary with the administration of board, subsidiary board, and committee meetings, including scheduling, preparing agendas and cover papers, and following up on action items.
- **Calendar Management:** Prepare board and committee calendars and coordinate schedules with relevant stakeholders.
- **Board Logistics:** Schedule board activities and logistics for interstate meetings, including travel arrangements for directors.
- **Boardtrac Management:** Support the administration of the Boardtrac portal, including loading meeting papers, ensuring relevant access for directors and other attendees, and maintaining director resources and induction materials.
- **Meeting Preparation:** Prepare meeting rooms, arrange catering, and ensure technology is set up for board meetings, both in-person and virtual.
- **Director Onboarding/Offboarding:** Facilitate the onboarding and offboarding processes for directors, including providing necessary materials and updating Boardtrac records.
- **Document Management:** Maintain Boardtrac by archiving meetings, adding directors, and updating information as needed.
- **Email Management:** Monitor the CoSec email inbox and take action on incoming requests or inquiries as necessary.
- **Travel Coordination:** Book travel for interstate directors attending face-to-face meetings and reimburse travel expenses as required.
- **Program Visits:** Liaise with program teams to schedule virtual program visits and coordinate logistics as needed.
- **Ad Hoc Requests:** Respond to ad hoc requests from directors and provide support as required.

Organisational / General Administration Support

- **Organisational Chart Maintenance:** Ensure the accuracy and completeness of the National Senior Management Team organisational chart and email distribution lists, updating them as necessary to reflect changes in roles or personnel.
- **Meeting Coordination:** Schedule quarterly All Staff meetings and coordinate PowerPoint presentations, working closely with presenters and stakeholders to ensure smooth and effective communication of key messages.
- **Team Cohesion:** Foster team cohesion, morale, and engagement through timely and effective communication, recognising achievements, and facilitating opportunities for collaboration and interaction among team members.
- **Customer Service:** Provide solutions-focused customer service to all stakeholders seeking access to the CEO Office, demonstrating professionalism, responsiveness, and a commitment to meeting their needs.

- **Stakeholder Engagement:** Facilitate strong team and organisational collaboration through effective internal stakeholder engagement, building relationships, and promoting a culture of open communication and cooperation.

Health, safety, security and risk management

- Be a role model for safety and security and comply with all workplace safety policy, procedure, work instructions and training
- Act safely at all times
- Report all incidents, injuries and potential hazards in a timely manner
- Participate in, and contribute to, health and safety awareness and improvements
- Be aware of, document and manage the risks associated with your team's programs and workplaces and ensure appropriate elimination or mitigation measures are applied

Child protection and safeguarding requirements

- Maintain a child safe environment at the workplace and safeguard children's rights, acting in the best interests of children at all times
- Comply with the [Child Safeguarding Policy](#) & [Code of Conduct](#)
- Demonstrate the highest standards of behaviour towards children in both your private and professional life
- Never abuse the position of trust that comes with being a part of the Save the Children family
- Maintain a safe and positive relationship at all times when working with children and young people
- Respond to any concerns for the safety or wellbeing of a child in a program in accordance with internal reporting processes

All roles at Save the Children contribute to our impact for children.

At Save the Children, every role, whether in our programs or support services, plays a vital part in our impact for children. We are committed to creating a positive impact on the lives of children and their communities, and we value the contributions of every team member in achieving this vision.

Here you'll belong

It takes all types of people to do the challenging work we do. Here are some of the specific skills and experiences you'll bring in this role:

Essential knowledge or experience

- Previous experience as an Executive Assistant or administrator role at a senior level in a complex operating environment.
- Experience in proactive diary management and administrative support
- High quality customer service skills, including the ability to build rapport and strong relationships.
- Highly developed written and verbal and communication skills, including the ability to liaise with a diverse range of people and stakeholders.
- Initiative and sound judgment – ability to see what needs to be done and just get it done.
- A team player and is highly supportive of the Save the Children brand and values
- Project coordination
- Strong time management and organisational skills.
- High levels of attention to detail and quality.
- Highly developed computer literacy (word processing, spreadsheets, databases).

Desirable knowledge or experience

- Advanced skills in Microsoft office suite
- Powerpoint design skills
- Creative writing and editing skills
- Experience in the humanitarian and development field, in a national or global NGO context

Required qualifications and/or accreditations

- Minimum 3 years as an Executive Assistant
- Certificate in Business Administration or equivalent (preferred)

Additional Information

- Any offer of employment at Save the Children Australia will be subject to a satisfactory National Police Record Check and a Working with Children Check
- Employees must sign on to Save the Children Australia's Child Safeguarding Policy and Code of Conduct
- Ongoing performance and employment will be measured against KPIs, values and demonstrated behaviours outlined above
- Save the Children Australia is an Equal Opportunity Employer

Driver's Licence: Not required **Travel:** No

Working with Children Check: Required **Assets:** Laptop, phone