

Organisation Description

About FILE:

Founded in 2018, the Stichting Foundation for International Law for the Environment (FILE) is the major philanthropic initiative working to tackle climate change by scaling up environmental legal action globally.

Driven by the urgent global transition to a net zero society, FILE funds world-leading global partners to deliver pioneering legal actions and emblematic precedent-setting cases with the aim of keeping global warming below 1.5 degrees. Our grant portfolio includes workstreams that cut across the natural systems including: Just Energy Transition; Land Use; Sustainable Finance; Future of Environmental Law; and Nature.

FILE supports the development of a strong, diverse, and empowered ecosystem of partners, enabling the co-development of strategy to collectively make a meaningful impact on climate change and the protection of biodiversity. We seek to grow the field, while increasing diversity, and facilitate successful legal outcomes through access to key research, capacity building, knowledge sharing, strategic communications and campaign alignment and learning.

The Position

Job Title: EA

Reports to: Director, Field Building and Communications and Director, Global Legal Strategy

Location: London, homebased

Term: Full time permanent

Salary: Highly Competitive

About the Role

FILE is looking to recruit a talented and proactive EA to support two of our Executive Directors, the Director, Global Legal Strategy and Director, Field Building and Communications. The successful applicant will provide comprehensive support to both Director's sharing their time proficiently between both.

The position requires a high level of attention to detail, flexibility and pragmatism. The role will cover the whole breadth of EA support from travel and diary management to team support and project work when required. FILE is a relatively small team, growing rapidly. This position will liaise with numerous other members of the wider FILE Team on a daily basis and will be required to work seamlessly with the other EA's sharing information and ensuring that the wider Executive team is supported efficiently.

This is an excellent opportunity for a self-managing and organised professional with excellent communications and interpersonal skills, who wants to be part of an exciting, growing and mission driven organisation.

Key Responsibilities

- Act as the personal assistant to two Directors; splitting your time between both to ensure a high level of support. Manage their diaries and field contact with external and internal partners, grantees, the peer community and others.
- Act as a first point of contact, prioritising emails and queries so that the most urgent are dealt with first.
- Support Directors primarily but other team members on occasion, by soliciting meeting agendas and paperwork, minute taking and recording action points at meetings, arranging room hire, travel and accommodation.
- Processing expenses and managing subscriptions for both Directors.
- Managing all travel, event and conference bookings.
- Implement efficient systems and processes in order to track delivery of tasks, and optimise allocation of resources.
- Work in collaboration with other EA's to ensure seamless support is provided to the Executive Team as a whole. Key to this will be knowledge sharing and covering periods of holidays and sickness.
- Manage wider communications and team meetings for each of the Directors' teams.
- Ensuring directors are sufficient briefed and fully equipped with the relevant information for meetings, events, conferences.
- Support with the finalisation of internal and external documentation such as preparing documents for FILE's board and formatting and developing presentations when required.
- Managing each Director's inbox and personal correspondence if required.
- Supporting with projects within the team when necessary, acting as a liaison to ensure that the information flow is kept on track.

The Talented Individual

The successful candidate will have significant experience in a similar role and will be used to supporting at Director level. You will have a board range of administrative and PA skills, along with a high level of efficiency and flexibility and feel confident working in a fast-paced and changing environment.

You will be fluent in English both spoken and written, with exceptional organisational skills and attention to detail. You will have excellent IT skills, with a high level of proficiency in Microsoft Excel, PowerPoint and Word. You will have had experience in managing confidential and sensitive information with sensitivity and integrity. You will be a team player, who can work collaboratively, with a high level of emotional intelligence, the ability to read a situation and build relationships easily and quickly.

The Foundation prides itself on its warm and welcoming culture, balanced with a commitment to the overall mission and goals of the Foundation and a strong, delivery, accurate work ethic. As such you will be able to demonstrate your warmth, compassion and commitment to your own career and development.

You may be required to travel within the UK or internationally on occasion.



Qualifications & Experience

- Strong administrative experience, working for senior executives in a busy and complex environment; good experience as a scheduler or manager of executives time.
- Excellent attention to detail with the ability to work well under pressure.
- Strong interpersonal skills: engages with others and forms excellent relationships, works well as part of a team.
- Strong organisational and project management skills with good problem solving and multi-tasking abilities and the ability to be flexible as priorities and needs change.
- Professional with the ability to work unsupervised; a motivated self-starter.
- Demonstrable experience at handling sensitive information with the highest ethical standards, confidentiality and personal integrity.
- Outstanding communications skills, both oral and written.
- Approaches situations strategically, methodically and with a high degree of rigour.
- Highly proficient in IT systems and packages including all areas of Microsoft. Must be confident in being an IT 'superuser', holding the logins to numerous accounts and handling web/ conference/ video/ comms and security applications.
- Proficient in English, Dutch would be an advantage.
- Ready to travel, if necessary.

Applications

Please send us your CV and covering letter explaining your interest in joining FILE and the contribution that you think you could make in this role. Please clearly identify the role that you are applying for in the email title. All applications should be sent to careers@filefoundation.org.

This role is open for applications immediately, closing date Friday 30th July 2021. Should you have any questions, please email the careers mailbox for the attention of Keeley Hewitt

Diversity and Inclusion

FILE is committed to challenging inequality, valuing diversity in all areas of life. We firmly believe that we are strengthened by the diversity of our staff. We actively work to ensure an inclusive culture where colleagues feel welcomed and supported to succeed and thrive. FILE strongly encourages applications from people of all cultures, backgrounds and experiences, particularly those from under-represented or historically disadvantaged communities.