



Job Title: Executive Assistant to CEO and Head Office Administrator

Responsible to: Head of Finance & Administration

Job purpose: Provide general assistance to the CEO, senior managers and trustees, Ensuring the smooth functioning of head office systems, procedures and equipment.

Salary: £21,875 - £24,993 including London living allowance

Hours: Full Time 35 hours. Part time will be considered (minimum of 3 days per week)

Closing date: 7th June 2019, 11.59pm

Interview date: 21st June 2019

Please send your application form to: personnel@healthpovertyaction.org

Due to a potentially high number of applications, we ask for your understanding that only shortlisted candidates will be notified.

Thank you for your interest in the work of Health Poverty Action.

BACKGROUND

Health Poverty Action works for health and global justice in partnership with people who have been marginalised and pushed into poverty.

We work with communities to help them demand their right to health, and to challenge the power imbalances that deny them their health rights. Our distinct approach can be summarised as a combination of three areas:

- **We approach health as an issue of social justice**
Health is a Human Right that many are currently denied. The greatest causes of poor health worldwide are political, social and economic injustices. This is a global scandal which causes unnecessary suffering on a massive scale.

We tackle these complex root causes of social injustice in two ways. Firstly, we work in partnership with communities to help them take back the power to improve their own health. Secondly, we campaign on a national and international level to change policy, and destroy unjust power relations.

- **We prioritise those missed out by others**
We believe in health for all, without exclusion. Development organisations tend to cluster together, which leaves large populations with almost no support at all. People may be living in hard to reach areas, or are difficult to support for some other reason. We make these most neglected populations our highest priority.
- **We address the full range of factors which impact on health**
Health is a combination of physical, mental and social wellbeing. As well as strengthening health services we work on areas such as nutrition, water, sanitation, gender discrimination, and income generation. Tackling one cause of poor health in isolation can give the appearance of improving health in the short term, but tackling numerous factors together saves lives.

We are acutely aware of how our own power dynamics as an organisation impact on the people we work with, and we work in partnership with communities to create long term relationships built on trust.

In 2017 we formed a strategic partnership with Find Your Feet. The partnership ensures Find Your Feet's livelihoods work will continue through Health Poverty Action.

We are also proud to be one of the small number of organisation recognised as being structurally part of the global People's Health Movement. This quote from the founding document of this movement, the People's Health Charter, sums up the essence of Health Poverty Action's values and identity:

"Health is a social, economic and political issues and above all a fundamental human right. Inequality, poverty, exploitation, violence and injustice are at the root of ill-health and the deaths of poor and marginalised people. Health for all means that powerful vested interests have to be challenged, and that political and economic priorities have to be drastically changed. This Charter encourages people to develop their own solutions, and to hold accountable local authorities, national governments, international organisations and corporations."

JOB DESCRIPTION

Context of the role

This is a unique role, which might provide a good entry point to the global justice/development sector for someone of outstanding ability who would like to work in it over the longer term.

While the duties are primarily of an administrative nature (though nonetheless challenging, varied and interesting), the centrality and senior contacts of the role serves as an excellent introduction to the work of a significant global justice organisation – with possibilities of the post holder gradually learning about and opening up future possibilities in areas of personal interest, whether that be policy/campaigns, fundraising, programmes, or administrative/finance functions.

It is also a key role in which the right person can make a profoundly valuable contribution to the life and work of Health Poverty Action immediately. Having these key functions performed well, by someone who shares our passion for global justice, makes such a difference and benefits all aspects of our work in the UK and around the world.

Key responsibilities

The following summary is indicative of the current scope of the role. However we recognise that the continually developing nature of our work means it is not possible to have fixed responsibilities, and we also wish to support personal development wherever possible.

Health Poverty Action therefore allows for responsibilities attached to posts to be continually reviewed and adjusted in consultation with the post holder, considering the developing needs of both the organisation and the individual.

1) Support to Director (CEO), senior managers and trustees

- Provide general assistance to the Director and Senior Management Team.
- Provide administrative support to Board meetings and the work of trustees, including:
 - attending and minuting meetings as required
 - booking rooms/refreshments and preparing meeting logistics (eg Skype/internet participation)
 - collating and sending out board papers

2) Office management

- Take overall responsibility for the maintenance, quality and use of the head office workspace, including:
 - provision and maintenance of office equipment and supplies (eg photocopier, franking machine and post, cleaning contract, stationery and archiving)
 - relationship with landlord and contractors for repairs and building maintenance
 - relationship with our IT providers and associated equipment and communications connectivity
 - allocation and oversight of IT equipment & software licenses, email addresses and log-in details, etc
 - ensuring pleasant and cost-effective use of communal areas
- Act as Health and Safety Officer, ensuring the premises are a safe environment in line with regulatory requirements (such as provision of fire extinguisher and alarms)
- Act as first point of contact for visitors to the office, and those contacting us by phone or the generic contact details on our website

3) Human Resources

- Prepare, maintain and securely file staff employment records (including employment contracts, leave records, and emergency contact details)

- Maintain strict confidentiality and ensure security of personal information (including that of trustees)
- Induct new staff/volunteers to office systems, procedures and the office environment (and make the necessary arrangements, such as closing their IT accounts, when staff leave)
- Maintain files of current organisational HR policies (such as parental leave, and disciplinary/grievance procedures), directing staff to them as appropriate
- Support managers as required in the development and roll out of new or revised organisational policies
- Support head office managers in staff recruitment processes, eg posting job advertisements, collating applications, arranging interviews, etc

4) Organisational administration

- Support with organisational responses to enquiries and from relevant regulatory bodies and organisations such as the Charity Commission, Companies House, Environmental Department, and Global 50/50
- Inform the Charity Commission and Companies House of changes in the membership of our Board of Trustees (and ensure these are updated on our website)

Safeguarding

Health Poverty Action believes all adults and children have equal rights to protection from abuse and exploitation. We are committed to taking action for the protection of all participating in and related to our work, and to eliminate exploitative and inappropriate behaviour. In cases where positions include a high level of safeguarding risk, police checks or local equivalents will be carried out.

PERSON SPECIFICATION

Qualifications and experience

Academic and/or experience to demonstrate a strong intelligence, combined with good awareness of practicalities

Knowledge and skills

Fast learner, capable of understanding and implementing new systems quickly

Strong communicator

Excellent organisational skills, able to adapt to new challenges as they arise

Reliable, able to meet deadlines

Working style

Pro-active, practical and energetic. Someone who takes responsibility and delivers

Good at working under pressure and to tight deadlines, and able to deal with variable workload and additional requests

Flexibility and willingness to take on new tasks when required

Well-organised, with excellent attention to detail

Resourceful, able to deliver with limited resources

Excellent team player – a positive, supportive and collaborative colleague

Personal

Flexible and adaptable

Approachable, empathetic and supportive personality

Able to work effectively in a multi-cultural context

Able to maintain confidentiality

Commitment

Passionate commitment to Health Poverty Action's work and values

TERMS AND CONDITIONS

Salary

£21,875 - £24,993 including London living allowance

Hours

35 hours per week.

It is possible that on occasions some work in unsocial hours may be required, for which time off in lieu is available.

Health Poverty Action believes in supporting flexible working as much as it reasonably can.

Holidays

25 days per year, plus the time between Christmas and New Year, plus eligible public holidays.

An additional day leave is added for each two years completed service, up to a maximum of 3 days.

Pension

Staff are encouraged to join Health Poverty Action's pension scheme. Health Poverty Action will match your contributions up to a maximum of 5% of gross salary (and subject to a minimum contribution of 4%).

Location

The post is based at Health Poverty Action's head office, currently in Vauxhall (central London). Candidates will therefore need to either have or be able to acquire the right to work in the UK. It is possible the post may involve some international travel.

At Health Poverty Action we celebrate diversity and promote equality and inclusion amongst all of our staff and everyone we work with.

Thank you for considering working with Health Poverty Action.