

Position Description

Team Assistant – Legal and Human Resources

2021

About CIFF

The Children's Investment Fund Foundation (CIFF) is an independent philanthropic organisation with offices in Addis Ababa, Beijing, London, Nairobi, and New Delhi. CIFF works with a wide range of partners seeking to transform and empower the lives of poor and vulnerable children and adolescents in developing countries, with the ultimate goal of solving seemingly intractable challenges to ensure all children and adolescents have the chance to survive and thrive.

CIFF aims to play a catalytic role as a funder and influencer to deliver urgent and systemic change at scale. Areas of work include empowering girls and boys to control their sexual and reproductive health to avoid unintended pregnancy, unsafe abortion and HIV/AIDS; improving children and mothers' health and nutrition; preventing low birthweight babies; eliminating deaths from severe acute malnutrition, nested within a more integrated approach to childhood development; and deworming efforts to break transmission for good. CIFF's child protection work focuses on ending child labour and sexual exploitation by enabling an environment that reduces vulnerability of communities and increases protection of children. The organisation's climate portfolio is driven by a vision of a climate-safe future for today's children and future generations that also bear the benefits of cleaner air, energy security and sustainable jobs.

We are privileged, as a financially independent philanthropy, to be able to work in challenging areas that others can't and we often elect to work on what can be controversial issues that others won't. For example CIFF is pro-choice with respect to women's reproductive rights along with the prioritisation of access to reproductive information and to contraceptive choices. It is imperative to the CIFF family, therefore, that prospective candidates are aware of the issues we work on and embrace all our programmatic work with fully open minds to the huge number of ways in which we seek to empower young lives.

CIFF places significant emphasis on quality data and evidence. For most of its grants, CIFF works with partners to measure and evaluate progress to achieve large scale and sustainable impact. The organisation is committed to sharing as much information as possible about what they and their partners are learning.

Founded in 2002, CIFF employs approximately 160 professionals globally. CIFF strives to couple business acumen and principles with development experience and best practices to transform the landscape for children. It seeks to be the gold standard in grant making and foundation operations.

For more information please visit www.ciff.org

Please ensure that you review our website to gain oversight of all our programmes and if you have any concerns or would like further information please don't hesitate to pick up the phone and talk to our Human Resources or Hiring Management teams.



Job Description

Job Title	Admin Assistant, Legal and Human Resources
Reports to	Executive Assistant-Legal and Human Resources
Location	London
Main purpose of the role: The Team Assistant will provide comprehensive and proactive support to their respective teams (working alongside the Executive Assistant for Legal and Human Resources. This role will be responsible for diary management, travel planning and event management but also has the scope to take on more responsibility and grow into the role. The position requires proficiency with office applications and in organising digital information, broad administrative skills and a high level of efficiency. The position will be privy to confidential information that requires the highest level of confidentiality and judgment. This is an excellent opportunity for an organised professional with excellent communications skills, who wants to be part of an exciting, growing and mission driven organisation.	

The Exciting Opportunity

Position Responsibilities

- Support where possible for their respective teams.
- Event planning; including internal team meetings and offsites. Support in the planning and co-ordination of high-level meetings, both internal and external.
- Travel planning and booking. Work with CIFF travel agents to organise flights, hotels, cars and visas.
- Work with the Executive Assistant to ensure the smooth running of both teams.
- Undertake projects that support the corporate agenda.
- General administrative duties including meeting room set, business card input and expenses.
- Work as a team with other Executive Assistants to support smooth running of office infrastructure.
- Proactively assist in drafting of PowerPoint presentations and Word documents.
- Scope for the position to grow as the individual becomes more familiar with internal process'.
- Health & Safety / office checks.
- Stationery and business cards orders.
- Security: order pass for new starters.
- Weekly office refreshments order.
- Facilities vendor administrative support.
- Mail / Couriers: receipt of and distribution.
- Provide support and cover for the Global Facilities Manager when out of office (urgent requests or issues).

The Talented Individual

Qualifications & Experience

- Two to three years' experience in Admin support.
- Strong administrative experience, working for a team or individual in a busy and complex environment; good experience as a scheduler.
- Excellent attention to detail.
- Strong interpersonal skills: engages with others to get the best out of them; works well as part of a team.
- Professional, sound independent judgment, strong organisational and project management skills and the ability to be flexible as priorities and needs change.
- Highest ethical standards, confidentiality and personal integrity.
- Outstanding communications skills, both oral and written.
- Ability to work unsupervised, a motivated self-starter, with strong problem solving and multi-tasking skills.
- Ability to work well under pressure.
- Proficient in all areas of Microsoft, ability to learn new packages, when required.
- Numerate, with a good understanding of basic budget processes.

The Culture Contribution

Our employees contribute to a shared goal in an environment of support, knowledge sharing and fun!

CIFF Competencies

Action Biased: *Achieves outstanding results through commitment, planning, informed judgement and action in line with overall intent*

Collaboration: *Proactively builds valuable partnerships based on teamwork, transparency and mutual respect to bring about sustainable change*

Improve and Innovate: *Exercises commercial and entrepreneurial thinking for greater effectiveness and impact*

Inspire and Influence: *Builds trust by expressing compelling and tailored messages which enable CIFF to be catalytic and create momentum*

Passion and Perspective: *Is passionate about CIFF's mission and always keeps the drive for systemic change in mind*

Leading for Impact: *Leads the organization by providing coherent vision, direction and support in seeking impact for children*