



Executive & HR Assistant

BRAC UK

Candidate Pack

May 2024

BRAC

BRAC is an international development organisation founded in Bangladesh in 1972 that partners with over 100 million people living with inequality and poverty to create opportunities to realise human potential. BRAC is known for its community-led, holistic approach and delivering long-term impact at scale. BRAC works with communities in marginalised situations, hard-to-reach areas and post-disaster settings across Asia and Africa, with a particular focus on women and children. BRAC operates as a solutions ecosystem, including social development programmes, social enterprises, humanitarian response, a bank and a university. BRAC is born and proven in the south and has become a world leader in developing and implementing cost-effective, evidence-based programmes.

BRAC office in Europe

BRAC's office in Europe is BRAC UK, which was founded in 2006 and is one of the four members of the BRAC Global Group – also including BRAC Bangladesh, BRAC International and BRAC USA. It is a very exciting time of transition for BRAC, with a new, ambitious global strategy in place which aims to create opportunities for over 250 million people by 2030.

BRAC's office in Europe provides vital support for BRAC's development work around the world through fundraising and communications, building impactful, long-term relationships with partners, whether they be foundations, companies, Governments or major donors. BRAC office in Europe also plays a key role in engaging with and influencing policymakers and practitioners to tackle extreme poverty across Europe.

To achieve its ambitious goal, BRAC is seeking partnerships with like-minded organisations and allies across Europe. It has an ambitious target to grow its funding from the European market to GBP 100 million over the next 24 months. To achieve its ambition BRAC is building a specialised team of partnerships specialist to be based across key European markets i.e. Norway, Sweden, Denmark, Germany, UK and Switzerland.

“BRAC gives me the best of both worlds; the warmth of a small UK team, but the sense of purpose of working within a huge organisation that is trying to solve some of the world's biggest challenges.”

**Chris Lyne,
Director of Advocacy and Engagement, BRAC UK**

Job Description

Job Title:	Executive & HR Assistant
Reports to:	Executive Director
Location:	Southwark, London
Salary:	(G1) £28,000-30,000 gross
Term:	Permanent, full-time
Key relationships:	BRAC UK Executive Director, senior management team and trustees; BRAC Bangladesh and BRAC International Executive Directors' support teams

Main Purpose

The Executive & HR Assistant plays a vital role in ensuring that BRAC's office in Europe operates efficiently and effectively to deliver its mission to support BRAC's work in Bangladesh and around the world. It is a broad role encompassing administrative, human resources, team internal comms, and governance support to the London office, reporting directly to the Executive Director but also working very closely with the wider senior management team and our board of trustees.

The position is ideal for an accomplished, highly organised candidate who is comfortable with a flexible, varied workload and brings a positive, can-do spirit. The candidate will be at ease dealing with colleagues from around the world, as well as staff and trustees at all levels of the London office. They will share our strong sense of pride in working for a successful INGO which is led from the Global South and committed to doing international development differently.

Responsibilities

The Exec & HR Assistant's principal responsibilities are as follows:

1. Diary management (20%)

- Provide diary management and scheduling support for the Executive Director and occasionally for the board of trustees and other senior staff. This will include arranging meetings with donors, partner organisations and government officials and liaising with colleagues across BRAC globally to schedule meetings at a convenient time for all;
- Ensure the Executive Director is prepared for internal and external meetings including confirming relevant materials are received and follow up actions are documented in Salesforce and allocated as required;
- Support planning and organisation of visits to Europe from other BRAC staff (mainly based overseas).

2. Travel and logistical support (10%)

- Support the Executive Director and other senior staff and trustees with travel arrangements for engagement, partnership and advocacy visits to priority countries, as well as visits to

programme locations. This will include booking transport, accommodation and other logistic matters;

- Support the CEO and other staff to complete the travel authorisation and risk assessment documentation in line with BRAC UK's travel policy.

3. Human resources administration (20%)

- Support the Director of Finance & Operations on staff recruitment including placing job adverts, scheduling interviews, managing the onboarding and induction process for new joiners and the offboarding process for leavers;
- Manage the HR filing system, ensuring filing of employment contracts and other essential HR documentation is up to date and secure;
- Support the Director of Finance & Operations in reviewing and updating HR policies and the staff handbook;
- Administrative support on safeguarding policies and compliance, including arranging staff training and logging reports as required.

4. Governance support (20%)

- Work with the Executive Director and Chair of Trustees to schedule board meetings, board sub-committee meetings, trustee retreats, and other ad-hoc trustee meetings;
- Support board meetings including arranging suitable meeting rooms, refreshments, travel to meetings, IT and comms equipment;
- Assist in collating and reviewing board and sub-committee papers, and distributing board packs to attendees prior to meetings;
- Draft minutes of board and sub-committee meetings, and support the Executive Director and senior management team in recording and tracking meeting actions;
- Act as a focal point for trustees on administrative matters, and provide ad hoc support to the Chair.

5. Office management (20%)

- Act as first point of contact in the BRAC UK office for visitors and phone callers;
- Work with the finance team to maintain a schedule of contracts for office supplies and services, ensuring they are reviewed and updated as needed – including utilities, security, waste, stationary, printing services, couriers, security, communications and IT;
- Arrange for office maintenance visits as required;
- Liaise with staff on requirements for stationery on a regular basis and order stationery to maintain stock levels.

6. London team support (10%)

- Organise internal team events (e.g. SMT and staff meetings / awaydays) including budget management, arranging venues, overseeing delivery on site, and taking minutes/follow up actions if required;

- Support internal team communications to ensure that our increasingly pan-European team is fully informed of news, activities and events from within the team and across BRAC more widely;
- Support the London team in organising and delivering external events with key stakeholders including supporters, partners, and advocacy contacts.

It will also be necessary from time to time to undertake such other duties and responsibilities as the Executive Director or other senior management team members may from time to time request. The BRAC office in Europe is a small team and all staff are occasionally called upon to support the work of others.

Person Specification

The key attributes for this role are described below. Above all, however, it is essential that the person shares BRAC's values of integrity, innovation, inclusiveness and effectiveness, and that they share our strong sense of pride in working for a successful INGO, led from the Global South, and committed to doing international development differently.

Qualifications and skills

- Strong organisational skills, with an ability to manage and prioritise multiple tasks simultaneously (essential);
- Excellent written and verbal communication skills (essential);
- Fluent in English (essential) and proficient in at least one of French, German, Danish, Swedish or Norwegian (highly desirable);
- Advanced IT skills, including familiarity with Google Workspace (highly desirable);
- Minimum three years' experience in a similar executive / office assistant role (desirable);
- Experience of diary management for a senior executive in an organisation (desirable);
- Experience of board administration, including preparing board packs and drafting minutes (desirable).

Personal attributes

- A team worker, able to build effective working relationships with a variety of people including remotely;
- A can-do, proactive, positive attitude;
- Flexibility and resilience, able to deal with a varied workload and short-notice tasks and changes of priorities, and able to do occasional out-of-hours work when essential;
- A professional manner, with the confidence and ability to represent BRAC externally;
- A strong sense of integrity, openness and honesty;
- Comfortable working in diverse, multicultural and multilingual environments.

Equal Opportunity Policy

BRAC UK has an equal opportunities policy and ensures that no job applicant or employee receives less favourable treatment on the grounds of age, colour, culture, disability, ethnicity, gender, HIV status, marital status, nationality, religion or sexual orientation. The principle applies to recruitment, pay, terms and conditions of employment, promotion, training, career opportunities and service delivery.

Safeguarding

BRAC UK takes its safeguarding responsibilities seriously, and has a range of policies to support effective training and reporting to protect people, particularly children, at-risk adults and beneficiaries of assistance, from any harm that may be caused due to their coming into contact with BRAC UK.

Wellbeing

BRAC UK is committed to the wellbeing of our employees. We offer a friendly, supportive environment to work in where respect and work-life balance are at the core of our values. We also have a wellbeing committee with regular planned activities which allow us to team-build, relieve stress and spend time getting to know colleagues outside the office.

Terms

This is a permanent post subject to funding based on a 35 hour / 5 day week (plus one hour for lunch). The employee handbook guide details other terms and conditions of employment.

Salary and pension

The salary for this post is £28,000-£30,000 p.a. (gross), level dependent on experience. Salary increases are considered annually although the organisation is under no obligation to increase salaries year on year. New employees are required to join the NEST pension scheme to which BRAC UK will match employee contributions up to 6%.

Holidays

Leave entitlement is at the rate of 25 days per annum in addition to the statutory holidays, with one additional day's leave entitlement for each year of service up to a maximum of 30 days.

Location

BRAC UK employees currently work in the London office for a minimum of 2 days per week, or one day per week for PT roles (incl. Tuesdays). Our office is a short walk from Waterloo Station.

Next steps

Candidates must have existing eligibility to work in the UK and this will be verified prior to interview. Please do not apply unless you can demonstrate this eligibility.

Send your CV and a covering letter of no more than 2 pages, outlining how you meet the requirements of the role to recruitment@bracuk.net (include 'Executive & HR Assistant, in the subject line).

Please note only shortlisted candidates will be contacted. If you have not heard from us within 3 weeks of submitting your application then you have not been selected. Closing date: **14 June 2024.**

