



International Foundation for Integrated Care

Executive Administrative Assistant

Contract: Permanent
Part time, 20 hours per week
(Open to variations in hours for the right candidate)
Salary: £25,000 per year pro rata
Location- Based in Oxford, UK
(hybrid of office and home working)

The Role

The International Foundation for Integrated Care is looking for an executive administrative assistant to join our highly congenial and international team, supporting our Director of Operations and Resources from the Oxford Office. The ideal candidate is efficient, detail-oriented, and skilled in supporting maintaining the Operations of the Foundation. As an Executive Administrative Assistant, you will be responsible for providing high-level administrative support ensuring smooth day-to-day operations. This is a fast-paced and dynamic role that requires exceptional attention to detail, strong communication skills, and the ability to multitask effectively.

The Team and Organisation

The International Foundation for Integrated Care is not-for-profit knowledge organisation whose mission, as the leading international voice in integrated care, is to inspire, influence and facilitate the adoption of integrated care in policy and practice around the world. We do that through convening international conferences, publishing a scientific journal, conducting international research, offering training and education and providing expert support for implementation. All of this is delivered by a small but mighty team and a wide circle of supporters across the world. Our team is distributed around Europe so much of our collaboration is online but we do meet once a year face to face as a group. No two days are the same at the Foundation, and as a small team, everyone has a contribution to make to our mission.

The candidate

- You will be a natural organiser with a keen eye for detail and planning
- You will thrive in a fast-paced environment where multi-tasking is key
- You have great attention to detail and pride yourself on accuracy
- You are willing to try new things and would be excited to work on new initiatives and activities
- You will be passionate about people, with a warm, engaging personality.
- You are a great team player and willing to muck-in and support the wider team as required



Responsibilities

- Working alongside the Director of Operations and Resources to ensure the smooth running of the office.
- Working alongside the Office Manager in the review of supplier's contracts.
- Provides administrative support to ensure efficient office operations
- Assist with day-to-day financial administration
- Book travel arrangements for staff
- Provide HR administrative support.
- Provide administrative support to the Chief Executive Officer, managing her diary
- Co-ordinating Board meetings booking schedule
- Works with sensitive information with discretion to maintain confidentiality and security and ensure compliance with privacy policies and regulations.
- Overseeing the Info inbox, monitoring and responding to general enquiries.
- Providing administrative support across the team as and when required.

Requirements

- At least one year's continuous experience working in a similar role.
- High level of proficiency using Microsoft Office, including Excel and Outlook.
- Strong written and verbal communication skills
- Strong organizational and time management abilities
- Ability to handle confidential and sensitive information with discretion
- Exceptional attention to detail and accuracy
- Proactive problem-solving and decision-making skills
- Ability to work independently and as part of a team

Benefits

- 25 days pro-rata plus Bank Holidays, and additional 5 days over the Christmas break when the office is closed
- Training budget and Study leave
- Pension scheme
- Flexible working options
- Free parking and secure bike locks

How to Apply

Please submit a Cover Letter and CV no later than **27 September 2024**. Early applications are advised as we reserve the right to conclude the process before the closing date if a suitable candidate is identified.

Set to: georginaferrer@integratedcarefoundation.org

Closing date: 5pm Friday 27 September 2024.