



Executive Assistant (Senior)

Travalyst is a global independent not-for-profit organisation working to identify – and help bring about – the systemic changes needed in order to bring sustainability information to the mainstream to help people make more informed travel choices.

We believe tourism can, and must, play a key role in achieving a sustainable future for our world; so we're convening the key players, and catalysing the necessary action, to change the impact of travel, for good. We are committed to being a driving force that redefines what it means to travel, helping everyone explore our world in a way that protects both people and places, and secures a positive future for destinations and local communities for generations to come.

Founded by Prince Harry, The Duke of Sussex, we are a pre-competitive coalition of some of the biggest names in travel and technology including Booking.com, Expedia, Google, Skyscanner, Trip.com Group, Tripadvisor, and Visa. We now partner with fourteen of the world's leading companies and brands associated with travel representing a combined market value of almost \$3tn, working together to make travel more sustainable.

Travalyst provides supportive, independent and neutral governance, empowering our Coalition of some of the biggest – and occasionally competing – travel companies and service providers to share data and accelerate change. The goal is to bring credible, consistent sustainability information to the mainstream, helping both travellers and travel companies make better, greener choices.

What will the Executive Assistant at Travalyst do?

We are seeking a highly organised and proactive Senior Executive Assistant (virtual) to support our CEO and the broader leadership team including the Chair and Vice Chair of our Independent Advisory Group (IAG) and Board Chair. This remote EU-time zone role is central to optimising leadership effectiveness and the organisation's operational efficiency. The role will blend high-level executive assistance with strategic support, project management, and stakeholder engagement to help drive Travalyst's mission forward. This role offers a dynamic and diverse set of responsibilities, allowing you to both grow professionally as well as make a tangible impact on Travalyst's success and sustainability mission.

Executive Assistance

- Provide comprehensive diary management for the CEO (and broader leadership team where required), including scheduling meetings, coordinating agendas, and organising travel arrangements.
- Act as a key point of contact among stakeholders, managing relationships and communications with tact and professionalism.
- Support the CEO in managing relationships with the Duke of Sussex's office (Archewell) and other high-profile partners.
- Oversee logistical arrangements for events, meetings, and speaking engagements, ensuring seamless execution.

Travalyst

- In busy times, assist in triaging the CEO's inbox, helping to draft responses, prioritise communications, and ensure timely follow-ups.
- Book Executive Leadership Team (ELT) business travel arrangements, including flights, transportation, accommodation and planning for dietary needs to be met.
- Liaise with other staff and board members on behalf of the CEO / leadership team, when appropriate.
- Assist in accurately and succinctly minuting meetings on behalf of the CEO where required.
- Conduct research where required on sustainability and travel-related topics, synthesising insights to inform decision-making and communications.
- Prepare briefing documents, reports, and presentations for internal and external stakeholders.
- Comprehensive use of G-Suite, Mailchimp, Miro, Slack and Salesforce. Use of project management software such as Notion also an advantage.
- Act as a culture ambassador, proactively fostering a positive and inclusive organisational culture.

IAG Support

- Prepare, support and debrief IAG meetings and any IAG sub-task groups, and manage records and distribution of key advice and decisions.
- Follow up with internal teams on the impact of advice given.
- Manage scheduling, support with invoicing, etc.
- Monitor IAG governance processes and performance, and make recommendations for improving processes.
- Run the project management side of the IAG (e.g. Notion, weekly goals spreadsheet).

Event Management

- Alongside other assisting team members, play a central role in external event management and coordination e.g. of Global Convening. Coordinating logistics inclusive of travel and accommodation, as well as overseeing communications, agenda, activities and all food and beverage.
- Logistical coordination for speaking engagements at events, such as GBTA/COP etc, and co-ordinating meetings/dinners and/or coalition workshops, where possible.
- Plan, organise, and execute sustainable virtual and hybrid events such as webinars, workshops, team socials, regular secretariat meetings, conferences including Secretariat off-site events.

How do we work?

We approach our work with courage and humility, embracing challenges directly while striving for excellence in all that we do. We value innovation, taking risks, and making informed decisions to deliver meaningful impact. Adaptability is at the core of our approach as we navigate evolving opportunities and challenges. Above all, we prioritise collaboration



and care — for each other and for the planet we share. As a fully remote team, we depend heavily on video calls and digital tools to stay connected and effective. While we acknowledge we are not perfect, we pride ourselves on maintaining a growth mindset, always seeking opportunities to learn, improve, and make a difference every day.

What you'll get to do:

- Provide indispensable support to the CEO and IAG, ensuring smooth day-to-day operations and enabling them to focus on strategic priorities.
- Take charge of scheduling, travel arrangements, and correspondence management, playing a central role in optimising organisational efficiency.
- Showcase your excellent communication skills by managing emails, phone calls, and other interactions, fostering strong relationships with internal and external stakeholders at all levels.
- Utilise your meticulous attention to detail to maintain and organise critical information, preparing minutes, reports and presentations that contribute to informed decision-making.
- Dive into various projects as requested, assisting in their administration and execution, and ensuring deadlines are met with precision.
- Explore sustainability-related topics, conduct research, and present findings, contributing valuable insights to support Travalyst's mission.
- Play a pivotal role in organising virtual and in-person events, contributing to the success of initiatives that drive our sustainability goals.
- Demonstrate your problem-solving prowess by proactively addressing challenges and contributing to the continuous improvement of our operational processes.
- Work closely with a remote team, fostering a collaborative and positive virtual work environment.
- Engage in meaningful work that aligns with your passion for sustainability, contributing to a cause that goes beyond traditional business objectives.

What skills we're looking for:

- **Executive-Level Experience:** Proven experience as a senior EA, ideally supporting C-suite executives in fast-paced environments for 4+ years.
- **Strategic Thinking:** Ability to anticipate needs, think critically, and offer solutions to complex challenges.
- **Communication Skills:** Exceptional written and verbal communication skills, including drafting professional correspondence, minuting and preparing reports.
- **Organisational Skills:** Demonstrated ability to manage multiple priorities with excellent attention to detail.
- **Tech Savvy:** Proficient in virtual collaboration tools (e.g., G-Suite, Microsoft Office, Notion, Slack, Salesforce) and comfortable troubleshooting basic IT issues.



- **Confidentiality:** Experience handling sensitive information with discretion and professionalism.
- **Adaptability:** Ability to thrive in a dynamic, remote working environment.
- **Proactive Problem Solver:** Ability to anticipate needs and proactively address issues on behalf of the CEO.
- **Time Management:** Strong time-management skills and the ability to prioritise tasks effectively.
- **Team Player:** A collaborative attitude with the ability to work effectively within a remote team.
- **Customer Service Orientation:** A commitment to providing exceptional service to both internal and external stakeholders.
- **Educational Background:** A relevant degree or professional qualification is advantageous.
- **Industry Knowledge:** Strong understanding of sustainable travel and tourism, with the ability to engage meaningfully on the subject will be advantageous but not essential.

This role offers a unique opportunity to contribute to a meaningful cause while providing essential support to the leadership team. If you possess the required skills and are passionate about sustainability, we invite you to apply for this exciting position.

An 'Open to All' employer, we warmly welcome everybody to the team. People of colour, LGBTQIA+ people, neurodiverse people, individuals with impairments, and parents are encouraged to apply. We encourage you to notify our team of your pronouns at any stage of your application. We also welcome applications from people who come from communities that are directly affected by the impacts of travel and tourism. We are committed to making reasonable adjustments to the recruitment process as required. Please add any adjustment requests to your application.

Find out more about Travalyst by visiting us at www.travalyst.org and through our short [informational video](#).