



EXECUTIVE ADMINISTRATOR

Organisation: Global Leadership Foundation
Employment Term: Permanent/Full Time
Location: London EC1
Salary: £28,000 gross per annum

GLF is a network built around its 44 Members, all former heads of government or other distinguished leaders with first-hand experience of the difficulties of political leadership. It is an independent, non-profit Foundation, which exists to support political leadership and good governance around the world by making available, discreetly and in confidence, the experience of those former leaders to today's national leaders.

GLF was founded in 2004 by Nobel Peace Laureate former President FW de Klerk. On his death in 2021, he was succeeded as the Chair by Helen Clark, former Prime Minister of New Zealand. The Foundation's day-to-day operations are managed by a small Secretariat in London. More information is at www.g-l-f.org.

Responsibilities of the Executive Administrator include:

- Day to day administration of the GLF office and office systems
- Maintenance of all GLF diaries, including co-ordination of the Chair's programme
- Management of the Chair's UK correspondence
- Dealing with inward communications on behalf of the Chair and Members
- Support CEO and Projects Director with research and briefing materials
- Management of the fundraising database and tracking of donors and donations
- Administrative preparations for Meetings
- Liaison with service providers
- Management of travel and accommodation

Experience/Aptitude

- Aptitude for general office administration and support
- Familiarity with routine correspondence, Board papers, maintenance of office supplies
- Social media and website content management

Skills

- Good with people at all levels
- Well organised, accurate and reliable
- Able to work with minimal supervision
- Good understanding of IT

Qualities

- Common sense, initiative, flexibility and enthusiasm
- Interest in world affairs
- Content to work within a very small team
- Discreet

For further information please write to GLF Operations Manager: peter.osborn@g-l-f.org

27 February 2024