

# Communications and Administrative Officer

Location: [Europe & the Middle East] [United Kingdom]

Town/City: London

Category: Administrative Services

Job Type: Open-ended, Full-time

**\*Please submit your CV in English.**

## **PURPOSE OF POSITION:**

Communications and general support for the Office of the International President & CEO, including social media, presentations, letters, research and managing a photo and story library. This is wide-ranging role also includes administrative support such as diary management, general administration, event planning and field trip co-ordination. The role reports to the President's Communications Adviser, with matrix reporting to the President's Executive Assistant.

## **KEY RESPONSIBILITIES:**

### ***Support communications activities for the President's Office including:***

- Drafting social media posts – Twitter, Instagram, LinkedIn etc.
- Preparing speeches, briefings and PowerPoint presentations.
- Correspondence – primarily drafting letters.
- Maintaining a library of field photos and stories, to provide content for the above activities.

### ***Provide professional and confidential administrative and project management support including:***

- Support in schedule/calendar management for the President's agenda. Track implications of calendar demands, flagging/handling potential conflicts or challenges.

- Assist in screening the President's email to prioritise responses for President; directly address administrative requests as agreed upon; draft possible responses for President; forward requests to appropriate members of the ExL team and
- other contacts of the International President and follow up / report on actions taken.
- Participate in the planning and execution of internal and external meetings and events (face to face and virtual) associated with the Office of the President and the WVI Board. Liaising with meeting venues and participants, negotiating
- rates, ensuring facilities and all supplies are set up as required, providing logistical support before and during the meeting.

Coordinate travel for the International President and Advisor – including road, rail and flight bookings and connections, accommodation, visas, security and safety requirements, potential insurance issues and medical requirements for specific locations e.g. vaccinations.

Provide support on general processes such as purchasing supplies, services and gifts, processing invoices, maintaining contact database, and liaising with GC departments including GICT, Procurement, Facilities, Accounting & Finance, and People & Culture.

Field trip coordination - Coordinate travel with various host locations to ensure the itinerary is well structured to meet the needs of the International President and those of the stakeholders with which he will be meeting. This will involve working with a range of stakeholders and different cultures and countries. It is critical that the incumbent is culturally aware and sensitive to different styles, languages, approaches and practical issues like time differences.

Carry out other responsibilities and perform projects as assigned by both the Advisor and the Executive Assistant to the International President and deputise for them when they are on leave.

#### **KNOWLEDGE, SKILLS & ABILITIES:**

- Minimum of 2 years of experience in communications or journalism.
- Proficient in Microsoft Office applications including, but not limited to MS teams, Word, Excel, Powerpoint, Outlook.
- Administrative experience, including coordination of executive meetings both face to face and virtually.
- Experience with cross cultural team and virtual team networking.
- Able to handle executive matters confidentially and with good judgement.

- Strong analytical skills and ability to synthesise complex and sensitive issues.
- Takes initiative with good judgement and decision-making to handle work flow.
- Excellent people skills.
- Strong end results orientation with process improvement approach.
- Flexibility with work hours and ability to adjust to rapidly changing priorities.
- Degree or equivalent in relevant subject.
- Fluency in English.

***Work Environment/Travel:***

- Occasional travel may be required to support board meetings.