

JOB PROFILE

How to Apply for this Job



Background on Tearfund

Who we are: We are a Christian organisation partnering with the local church wherever possible to see the change in the lives of those in greatest economic need. We believe poverty is caused by broken relationships with God, others, the environment, and ourselves, and working to see those relationships restored is key to how we work. We want to see change that is economic, material, environmental, and spiritual. See: Tearfund's [Theology of Mission](#)

Our vision: To see people freed from poverty, living transformed lives, and reaching their God-given potential

Our mission: We follow Jesus where the need is greatest, responding to crisis and partnering with local churches to bring restoration to those living in poverty

Our values: We aspire to be courageous, truthful, compassionate, servant-hearted and Christ-centred

Relevant scriptures include: 2 Cor. 5:8-11, James 3:18, Romans 8:18-25, Philippians 4:7, John 10:10, Luke 4:16-21 and Micah 6:8

Tearfund's Application Process

All applications need to be completed online using our online registration form. As you progress through your application, please ensure that you save each section.

If after reading through this Job Profile, you have any questions or want to find out more about our recruitment process, please do not hesitate to contact recruitment@tearfund.org.

In this Job Profile pack, we've included a full Job Description as well as a Person Specification. Please ensure that your application clearly shows how your skills and experience meet the requirements for this post.

Tom Price/Tearfund

Job Profile

Job Title	Group Executive Assistant
Group	People and Culture
Team	People and Culture
Location	Kigali, Rwanda
Responsible to	Director of People and Culture

Part 1 – Job description

1. Purpose of the team

People and Culture Group vision: “enabling all of our people to flourish in a thriving community”

The group contributes to effective people management by:

- Recruiting, deploying, and developing people who are aligned with Tearfund’s vision and strategy
- Enabling people to be motivated, engaged, and connected to our global story
- Uniting our teams, groups, and locations as “One Tearfund”
- Supporting colleagues to trust and respect each other
- Holding high standards of performance, accountability, and professionalism
- Being open to and effectively managing change in a continually shifting external environment
- Celebrating diversity and acting inclusively
- Fostering a working environment that cares for the well-being of our people
- Encouraging spiritual vitality

2. The main purpose of the job

- To provide strategic assistance and support the People and Culture Director in their duties to ensure the smooth running of the Group and the development of the Group’s coherence
- To support and coordinate key aspects of the work of the People and Culture Group e.g. coordination of the budgeting process and corporate reporting
- Act as Secretary for some meetings that the People & Culture Director chairs
- To assist and support the Senior Leaders in People and Culture in their duties

3. Position in organisation

- Reports to the People and Culture Director
- Provides support to P&C Senior Leaders on P&C group-wide initiatives
- Regularly involved in work requiring contact with colleagues across Tearfund including Board members, members of the Executive Team and their Executive Assistants, and Staff Council.
- Liaises with external contacts when required

4. Tearfund’s Christian culture

We believe that prayer and discernment are fundamental to Tearfund achieving its mission of restoring relationships, ending extreme poverty, and transforming lives. As a Tearfund staff member, you are expected to:-

- Engage with Tearfund Prays and the Prayer hub

- Lead or participate in spiritual sessions of prayer and biblical reflection within your group
- Be committed to Tearfund's Mission, Values, and Beliefs statement and to be actively working and living in accordance with Tearfund's Christian beliefs and theology of mission
- Maintain your own spiritual development, discover your gifts/callings, and grow in discipleship

5. Organisational requirements

- All staff are expected to live out Tearfund's values as they represent Tearfund externally
- All post-holders are expected to fulfil their personal objectives set by their line manager, contribute to their team's overall objectives, take responsibility for reviewing their ongoing personal development, and maintain an awareness of Tearfund's strategy.
- All Tearfund staff share the responsibility to promote and maintain a strong safeguarding culture, including identifying the key actions they should take given their role and responsibilities.

5. Scope of job

- Provide executive assistance to the People and Culture Director
- Provide assistance and support to the People and Culture senior leaders as required
- To work with the Executive Assistants matrix team to share knowledge of cross-organization matters, led by the senior Executive Assistant

6. Duties & Key Responsibilities

Provide executive assistance to the People and Culture Director:

- Work with the People and Culture Director on initiatives to ensure the smooth running and internal coherence of the Group.
- Provide proactive and comprehensive EA support including:
 - diary management including responsibility for scheduling meetings, negotiating changes to meeting times, setting up venues
 - making UK and international travel arrangements as required
 - processing invoices, expense claims, etc for the People and Culture Director
 - anticipating and helping plan preparation for papers to meetings and committees etc
- Act as secretary to some meetings and committees that the P&C Director chairs: provide support for drawing up and distributing agendas and coordinating relevant papers; attend and take minutes of meetings and distribute minutes when required for committees such as the Staff Council Forum, the Safeguarding Review Team the Safeguarding Committee and the People and Culture Committee
- Internal and external communication and representation - write communications e.g emails, draft corporate communications, etc as directed by the People and Culture Director and ensure the accuracy of all outgoing communications

Assist the People and Culture senior leaders as required:

- Provide diary support to specific projects as directed by the P&C senior leaders
- Undertake research and assist in the collation of information as required e.g for projects
- Provide data analysis and prepare reports as required
- Provide administrative support to P&C senior leaders e.g processing invoices, assisting with expense claims and budgeting processes
- To provide sign-off authority on behalf of the Director for procurement, expenses, and other delegated matters within delegated limits

Support and coordinate the work of the People and Culture Group:

- Responsible for making arrangements for People and Culture away days and other team/group events as required
- Coordinate the budget-setting process for the different cost centres within the Group.
- Coordinate the quarterly reporting process including requesting indicator data from contributors and ensuring all data and narratives are completed and submitted by the agreed deadlines.
- Create finance payment request forms in order to ensure the timely approval and processing of invoices from P&C suppliers e.g external lawyers, occupational health providers etc
- Keep the People and Culture group Hub pages up to date, liaising with P&C and other colleagues as required to do this.
- Liaise with Facilities on matters relating to the office space used by People and Culture group staff
- *Responsible for ensuring the Senior Leaders' work is correctly stored in line with data protection requirements and working with the HR Support Coordinator on initiatives to ensure GDPR / Data protection compliance for the group*

In all of the above duties, the post-holder is required to maintain confidentiality in matters relating to staff and organisational issues

Part 2 – Person specification

Job title: Group Executive Assistant

	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> Degree or equivalent level of knowledge 	
Experience	<ul style="list-style-type: none"> At least 8 - 10 years experience of in providing secretarial/administrative support to senior staff 8 - 10 years experience of working in a team environment Experience in working proactively on own initiative Experience in working with budgets Experience working on confidential or sensitive matters 	<ul style="list-style-type: none"> Experience in monitoring corporate performance indicators including corporate scorecards, dashboards, etc Experience working in a service-focused team
Skills/Abilities	<ul style="list-style-type: none"> Excellent verbal and written communication skills - ability to communicate clearly and diplomatically Ability to effectively build relationships with a wide range of people at different levels of the organisation Excellent organisation/coordination skills Able to work effectively with a variety of software packages Able to manage a heavy workload including juggling the priorities of different individuals or teams Able to work independently and use own initiative and also work collaboratively as required Able to identify and make improvements to systems or processes 	<ul style="list-style-type: none"> Ability to use Google suite of applications Ability to produce presentations e.g PowerPoint, google slides
Personal Qualities	<ul style="list-style-type: none"> Committed Christian with a personal relationship with God Committed to Tearfund's Mission, Values and Beliefs Has high standards of delivery including accuracy and attention to detail Flexibility and adaptability Personal warmth and empathy Sensitivity to cross-cultural considerations Highest levels of integrity and ability to deal with highly confidential information 	
OTHER COMMENTS: <ul style="list-style-type: none"> Some travel across countries is a requirement All roles require a DBS/Police check Tearfund is a member of the SCHR Misconduct Disclosure Scheme Personal identification information will be submitted against a Watchlist database to check against criminal convictions as a counter-terror measure 		