



RECRUITMENT PACK

PA TO THE DIRECTOR OF
COMMUNICATIONS AND FUNDRAISING



WaterAid is looking for a PA to the Director of Communications and Fundraising to play a vital role in our mission to transform lives with safe water, sanitation and hygiene in the world's poorest communities.

The PA to the Director of Communications and Fundraising will provide proactive and efficient support, be courteous and knowledgeable, and understand the Director's priorities.

To be successful, you'll need to have experience of confidently providing high level PA support to a busy senior manager, demonstrate excellent interpersonal and communications skills, and be calm, resilient and able to work independently.

By 2030 we want everyone, everywhere to have clean water, sanitation and hygiene. We need you to help us make it happen. If you bring your expertise, passion and professionalism, we'll give you a lot back.

Apply online at jobs.wateraid.org

 **WaterAid**

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INTRODUCTION FROM THE DIRECTOR OF COMMUNICATIONS & FUNDRAISING

Hi,

Do you have fire in your belly and water in your heart? If – and only if – the answer is yes, then I urge you to read on.

There are 650 million reasons I need the very best change agents to drive WaterAid forward. Perhaps somebody like you. Because that daunting figure is the number of men, women and children who have yet to see, taste and enjoy the arrival of safe, clean water.

It's not an easy challenge. In fact, challenges don't come bigger than this.

We have a huge number of people to reach. We must stop a killer that steals more lives than malaria and AIDS – combined. Oh yes, and we want to finish the job by 2030.

It's a massive ask. Which is why we need people who won't settle for second best, people who can push us even further, people who won't stop until the fight is won.

WaterAid has been shaking up the industry for 30 years. If you can bring your talent to this role, you'll help to close our offices in 15 years and proudly state that we were the people who helped bring clean water to the world. And changed it forever.

I truly hope you are up to the challenge of a lifetime.



Marcus Missen
Director of Communications & Fundraising

ROLE DETAILS

PLACE OF WORK	47-49 Durham Street, London SE11 5JD
PAY BAND	D
SALARY	£33,066 with excellent benefits
CONTRACT TYPE	Permanent
REPORTS TO	Director of Communications and Fundraising
MANAGES	1 team member

JOB PURPOSE

This role supports the Director of Communications and Fundraising, who leads on income generation and awareness raising for WaterAid in the UK. The Director manages a Senior Leadership Team of eight Department Heads and leads a wider Directorate of around 140 staff, as well as supporting fundraising and communications colleagues across the global federation.

The jobholder will provide proactive, efficient, and professional support to the Director of Communications and Fundraising, within WaterAid UK, and on an external facing basis, to maximise his capacity to lead WaterAid's Communications and Fundraising work effectively.

ACCOUNTABILITIES

1. Provide a courteous, professional and knowledgeable point of contact for the Director of Communications and Fundraising's office, promoting a positive image of the Directorate and of WaterAid.
2. Be familiar with key decisions, strategies and policies in order to understand the Director's priorities and give appropriate advice and information as required.
3. Maintain a high level of confidentiality, discretion and integrity in working with the Director and supporting him, his Senior Leadership Team and the wider Directorate.
4. Lead and manage the Communications & Fundraising Coordinator, ensuring that they have clear objectives and provide a high level of support to the Director and Directorate.
5. Proactively manage the Director's diary, organising meetings, mapping deadlines and effectively planning his time. Understand his working style and priorities in order to facilitate this and represent him effectively.
6. Plan and coordinate annual activities, including away days, budgeting and reporting, following up on deadlines with Senior Leadership Team members.
7. Carry out research and prepare briefings, presentations and Board papers for the Director as required.
8. Coordinate and minute formal meetings as required.
9. Monitor and administer the Director's budget and process invoices, payments and expenses.
10. Field incoming calls, email and post, referring as appropriate, or drafting responses from the Director.
11. Develop and maintain effective filing systems and keep up to date records, ensuring archive material is retrievable and secure.
12. Arrange UK and international travel for the Director as required.
13. Support recruitment of Senior Leadership Team staff, including scheduling interviews, drafting letters and emails, and managing internal processes with the People Team.
14. Coordinate staff inductions and training for the Directorate.
15. Provide support to the wider PA team in WaterAid during busy periods, such as Board meetings, or to cover absence.

**HELP US REACH
EVERYONE,
EVERYWHERE
BY 2030**



PERSON SPECIFICATION

Essential

- A proven track record of providing high level and efficient PA support to a busy senior manager, director or chief executive.
- Management and leadership experience.
- Self-confidence and proven ability to take initiative and work independently. Proven judgement on when and when not to escalate.
- Effective time-management skills; ability to manage multiple projects and priorities and to keep track of high volumes of information and continually prioritise in a demanding and busy environment.
- Excellent interpersonal and communication skills with a positive, outgoing and helpful disposition.
- Resilience and ability to work calmly under pressure and to manage multiple tasks with competing priorities.
- Ability to work with people from many different backgrounds and to deal with people with diplomacy and discretion.
- Excellent and accurate English written skills including good minute taking skills.
- Numerical accuracy and an eye for detail.
- Excellent IT skills – highly proficient in Outlook, Word, Excel and PowerPoint.
- Commitment to Water Aid's values and a working style that reflects these.
- Commitment to personal learning, development and improvement in pursuit of own objectives and those of the department and organisation.

Desirable

- Experience of working in a charity or fundraising environment.

WATERAID BENEFITS – AN OVERVIEW

- Travel health advice, wellbeing and a 24hr emergency line.
- 50% discount on massages.
- 24hr emergency line for confidential counselling and lifestyle advice service.
- Free eye test (up to £25) and paid prescriptions (up to £70).
- Cashplan insurance that pays out when you incur medical costs.
- Lunchtime fitness programmes in the local park.
- Tax-free bike with savings of over 30%.
- Reduced childcare costs through government-backed voucher scheme.
- Travel season ticket loan scheme.
- 25 days' annual leave as standard, increasing to 27 after four years' service. 1 additional day to be taken over Christmas period.
- Family friendly policies that support you both at work and outside of it.
- Pension contributions of 3%, 4%, or 5% double-matched at 6%, 8% or 10%, respectively. The ability to contribute via salary sacrifice.
- Give as you earn scheme.
- In-house training programmes.
- Savings up to 42% on work-related external training courses.
- 50% off food in 7000 restaurants nationwide (when you buy a Tastecard).
- Discounted indoor climbing and seasonal, mixed gender sports teams.

DIRECTORATE STRUCTURE



MOST PEOPLE ARE NOT UP TO THE CHALLENGE. ARE YOU?

To apply for this position please visit jobs.wateraid.org



FIND OUT MORE

[f/wateraid](#) [/wateraidUK](#) [YouTube/wateraid](#) [LinkedIn/company/wateraid](#)

[See our ambitious new global strategy](#)
wateraid.org/uk/who-we-are/our-strategy

[Hear from our employees](#)
youtube.com/watch?v=nxXvYq3kx-l

[Watch Grace's Story](#)
youtube.com/watch?v=wF_HlgnWEwU

[View our Annual Report](#)
wateraid.org/annualreportUK



WaterAid transforms lives by improving access to safe water, hygiene and sanitation in the world's poorest communities.

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Charity numbers 288701 (England and Wales) and SC039479 (Scotland)