

Job description: Executive Assistant



Location: Totnes, Devon

Reports to: CEO

Contract: Full-time, permanent

Salary: £36,000 - £40,000 plus healthcare

About Common Seas

Common Seas is a social enterprise on a mission to quickly and significantly reduce the amount of plastic waste produced and stop it polluting rivers and seas. Having established ourselves as both a global thought leader and a highly practical actor in the plastic pollution space, we are now at an extremely exciting growth stage – and need someone special to jump aboard to ensure our CEO has maximum bandwidth to focus on our organisational priorities.

Who we're looking for

We are looking for an enthusiastic and forward-thinking **Executive Assistant**, whose track record paints a picture of someone who is incredibly organised and thrives on delivering the supportive role **that will unleash the full potential of our CEO.**

Your experience demonstrates pragmatic and dynamic approaches to processing busy flows of information, opportunities, and requests. We need someone who works with efficiency, dedication, and cool headedness to balance their time between day-to-day deadlines and larger deliverables. As someone who organises the flow of information to our CEO, holds relationships with key external parties, and supports internal HR and culture, you'll be a central figure in our team – a 'people person' with a dedication to strong communication skills. For all these reasons, you'll be a critical part of how the Common Seas team rises to the challenge of safeguarding the health of the seas for all.

Ideally, you'll have

- At least three years' experience as an executive assistant, project manager or senior administrator, with a degree related to business, communications, or social science.
- Excellent written communication skills and a meticulous eye for detail, spelling and grammar.
- Examples of how you process, prioritise, and manage multiple tasks.
- Proven dedication to strong communication skills, for example: fund raising, investor relations, active knowledge of social media.
- Experience in basic financial administration, processing invoices and managing small budgets.
- The disposition to act as the 'front door' for Common Seas - representing our work, our people and our values – as well as to uphold a motivational and supportive culture within the team.
- Enthusiasm for software to optimise processes and build culture across remote communities.
- Experience to hold high-value relationships, try new tasks, and ask for advice when you need it.
- Genuine excitement about working with an innovative and ambitious start-up, striving to do all they can to stem the flow of plastics into rivers and seas.

Why Common Seas

We are a young and rapidly growing company; you will shape your role as Common Seas develops and grows. We hope you will build beautiful supportive relationships with your colleagues based across London, Greece, Maldives and Indonesia – and will relish working in the office in Totnes with our CEO, Director of Operations, and Head of Comms two days a week.

Through our partners and programmes, we are connected to an exciting and influential network of teammates, funders, private sector, public sector and international organisations.

We offer competitive compensation and benefits, a flexible work environment with travel to project sites, and support personal development, including regular talks from leading experts and continuous training/learning experiences.

Detail Job Description

Your primary focus is as **executive assistant to our CEO**, to ensure she has maximum bandwidth to focus on strategic priorities. Specifically, you'll:

- Manage incoming **communications** across multiple channels, from both internal and external parties; filtering, responding, organising, and escalating priorities. You will be our 'front of house' and the heart that supports our international team. Overtime you will gain the knowledge to respond or traffic communications without involving the CEO, for example scheduling meetings, contract signing, resource requirements or approvals.
- Handle **calendar** across multiple time zones - scheduling meetings and managing logistics – and making travel arrangements.
- Manage regular and ad hoc **meetings and approvals**; including queueing and scheduling requests with an understanding of organisational priorities, ensure clear objectives for meetings and time for pre work, and support on executing 'next steps'.
- Support Jo to **nurture relationships** – ensuring regular and timely contact with people from across our communities, to include partner Governments, major donors, advisory boards and colleagues.
- Requires managing contact database, mapping relationships, tracking, and scheduling meetings.
- Execute brilliantly run **events**, by leading on invite management, planning, logistics etc.
- Stay up to date on **software** to drive efficiencies in both your and the CEO's role – we run off Microsoft Office 365, Trello, Slack, Zoom and Airtable.
- **Diarising key events and dates**; support the CEO to identify and attend key events; ensure birthdays, holidays, thank you's are celebrated.
- Working with our communications team to support Jo to post twice a week on her personal **social media** channels; LinkedIn, Twitter, Instagram.
- Be willing to **travel** occasionally for work, mainly to London for events and team meetings.

Your responsibilities in addition to the EA duties are:

- **Fundraiser and donor relations**, with guidance from our fundraising led.
 - Track and log outreach current and prospective funders.
 - Ensure Jo is well prepared for meetings with prospects, and we are in regular communication.
 - Oversee the production of documentation required to follow up on meetings, including the production of proposals – asking for support from our project teams.
 - Understand application deadlines and support with writing and submitting applications.
 - Coordinate all parties to ensure a smooth and efficient contracting process.
 - Ensuring report deadlines are scheduled and our colleagues know when and how to support in preparing reports.
 - Running weekly meetings while ensuring the prospect tracker is updated and a clear agenda is set in advance.

- **Financial administration**, under leadership of our Director of Operations.
 - Process incoming and outgoing invoices and credit card statements – managing our system to approve and code invoices to align to agreed deliverables and budgets, before handing to accounts team.
 - Support the CEO with her expenses.
 - Support accountants with day-to-day requests.

- **Culture and team together time**
 - Secure and manage access to office space in London and Totness for two days a week.
 - Support the curation and management of UK team together days every six weeks.
 - Act as cultural secretary, curate monthly ‘Yarns’ – featuring external speakers, Qi Gong sessions, and other opportunities for our global team and supporters to come together – to share knowledge, celebrate milestones and expand our minds.
 - Support Common Seas to reduce the stress we place on nature and manage our carbon offsetting.

- **HR - Recruitment and onboarding**, under leadership of our Director of Operations.
 - Support with recruitment for jobs reporting to the CEO.
 - Welcome new recruits into the fold and make sure they have the system / software access, knowledge and hardware needed to hit the ground running.

- **Christmas**
 - Working with our major donors office to produce ‘zero waste – ocean friendly’ Common Seas Christmas hamper.

Application Process

- Deadline for application: 27th August
- A shortlist will be invited to a 20min Zoom meeting.
- Final candidates will be invited to submit a written task and then will be invited to an ‘in person’ interview with the CEO.
- The role is available immediately, and the ideal candidate will be able to start as soon as possible

How to apply

If you think this sounds like the perfect role for you, please send a copy of your CV and a one-page cover letter to hello@commonseas.com by 27th August. Please title your email ‘Executive Assistant. In your covering letter please provide practical examples that align with the criteria listed on page one under the subtitle ‘Ideally, you’ll have’- and include when you’d be available to start.