

## General information

The Commonwealth Local Government Forum (CLGF) works to promote and strengthen effective, democratic local government throughout the Commonwealth and to facilitate the exchange of good practice in local government structures and services. CLGF is recognised by the Commonwealth Heads of Government as an associated Commonwealth organisation representing elected local government.

CLGF is a membership organisation, bringing together local government stakeholders: local government associations, individual councils and cities, and ministries of local government; academic, professional and research organisations can become non-voting, associate members. CLGF has about 200 member organisations in 47 Commonwealth countries.

CLGF policies are agreed by the Executive Committee on behalf of the Board which is made up of elected councillors and ministers of local government from across the Commonwealth. A General Meeting of members is held every two years and this is linked to the CLGF biennial conference.

The organisation focuses on three key areas of work:

1. Promotion and advocacy of local democracy and decentralisation in the Commonwealth
2. International knowledge sharing of local government good practices
3. Practical capacity building for local government

These activities involve interacting with Commonwealth and other institutions; organising seminars and workshops; and running projects and local government technical partnership programmes in accordance with the CLGF Business Plan Objectives.

## Staff structure

CLGF is a small, not-for-profit organisation made up of 24 members of staff; 10 of whom are based in the Central London office; and the remainder in regional/project offices in Africa (Southern and West), Asia, the Caribbean and the Pacific.

## Application process

Closing date: 21 October 2019 at 1700 hrs. Interview date: Week beginning 28 October 2019.

Applicants should preferably be a national of a Commonwealth country and have the **right to live and work in the United Kingdom**. Evidence will be required if you are offered the job.

Please submit a covering letter, together with a two-page CV to [Recruitment@CLGF.org.uk](mailto:Recruitment@CLGF.org.uk)

**It is important that your covering letter addresses each point set out in the Person Specification for the post. Please do not submit an application if you do not meet the *essential skills and experience*.**

**Shortlisting:** we are unable to communicate with all applicants and, therefore, if you do not hear from us by 25 October, please assume that your application has been unsuccessful.



## JOB DESCRIPTION

<b>Job title:</b>	<b>Executive Assistant</b>
<b>Job reference:</b>	<b>CLGF/EA-2019</b>
<b>Contract term:</b>	<b>Permanent</b>
<b>Reporting to:</b>	<b>The Secretary-General</b>

### Purpose of job

- To provide executive and administrative support to the Secretary-General).
- To ensure the smooth running of the CLGF London Office.
- To provide logistical support to the organisation of the CLGF biennial conference and other events.

### Executive duties

1. Manage the SG's diary, allocating time to meetings with due regard to efficient time management.
2. Carry out background research, including collation and preparation of information and material for SG's appointments, travel and meetings.
3. Accompany the SG/senior staff to meetings/events, locally and overseas, when appropriate; and produce summary minutes of discussions.
4. Organise external visits and speaking engagements and co-ordinate papers, visas, travel and accommodation arrangements.
5. Liaise effectively at senior level with CLGF member organisations, including members of the CLGF Board, Commonwealth institutions and High Commissions, government departments, local authorities, national and international organisations, and professional societies.
6. Make all arrangements necessary for meetings and functions at all levels, for SG and the CLGF Board of Directors, i.e. travel and accommodation.
7. Oversee and coordinate the travel logistics for CLGF staff, other resource persons and delegates.
8. Undertake the coordination, accurate presentation and distribution of reports and papers for CLGF Board meetings and committees.
9. Provide support to the CLGF biennial conference.

10. Effective coordination and communication with senior staff.
11. Undertake secretarial tasks for the SG, including dealing with formal correspondence, reports and other documents.
12. Ensure accurate input of information pertaining to CLGF Board members and contacts on the CLGF database system and provide up-to-date information for website, bulletin etc.
13. Manage the office electronic filing system.
14. Provide the initial point of contact for staff on IT issues, liaising with our external IT support company.
15. Ensure the effective running of the CLGF office, including monitoring supplies and reordering.
16. Provide support, as necessary, to the Deputy Secretary-General and other senior staff.
17. Undertake any other duties appropriate to the post as may be required.

## **PERSON SPECIFICATION**

### **Education/experience**

1. Minimum of 5 years' experience providing support at executive level.
2. Good general education - a degree is an advantage.
3. Excellent interpersonal and communication skills.
4. Proficient computer skills and in-depth knowledge of Microsoft office applications.
5. Experience of working effectively in a small team and the processes required.

### **Skills requirement**

1. Proven ability to provide effective pro-active administrative support to senior management across the range of their functions.
2. Excellent organisational skills — including the ability to work effectively under pressure and to deadlines.
3. Excellent communication skills, both oral and written, and ability to effectively use information from a variety of sources.
4. Ability to draft/prepare relevant correspondence, minutes and briefing papers
5. The ability to work effectively as part of a team communicating positively at all levels both internally and externally.

6. Proven ability to use initiative to organise and prioritise workload and also work effectively under minimal supervision.
7. Ability to maintain confidentiality and to work in a professional manner.
8. Ability to work fast, accurately, efficiently and paying attention to detail at times of pressure.
9. To be able to carry out research, gather and assemble information.
10. Ability to maintain a data base and also to develop, maintain and contribute to overall office systems.
11. Proven ability to type accurately to a minimum of 60 wpm from manuscript and audio tape.

### **General attributes**

1. Must have a mature and flexible approach to work and changing priorities.
2. Ability to work with a wide range of contacts and be able to quickly develop a wide knowledge.
3. Maintains an open, respectful and professional approach to others.
4. Works effectively with people from all backgrounds and builds a good rapport with colleagues.
5. Works as part of a team to achieve shared objectives.
6. An understanding of equal opportunities in relation to the workplace.
7. Possesses cultural awareness and sensitivity.
8. Shows respect for and understanding of diverse points of view.
9. Willingness to travel overseas on occasions.
10. Understanding of the Commonwealth and international development issues an advantage.
11. Knowledge of local government and voluntary sector an advantage.