



SENIOR EXECUTIVE ASSISTANT

LOCATION: Anywhere in UK and Europe (London, Paris, Berlin offices or remote)
CONTRACT: Open to 4 or 5 days/week
SALARY: £40K-£48K (depending on location and experience)

ABOUT MORE IN COMMON

More in Common is an international research and civic non-profit set up in 2017 to build communities and societies that are stronger, more united, and more resilient to increasing threats of polarisation and social division. We conduct research and publish findings that provide breakthrough insights by focusing on ordinary people's identity, values, and beliefs. We have partnered with around 200 institutions to apply those insights, countering division and building stronger shared identities across lines of difference.

With around 40 staff across five countries (France, Germany, the UK, Poland, and the US), each member of our team makes a vital contribution to our impact, and we put a strong emphasis on team selection and values.

Above all, we look for people who:

- Are strategic, rigorous, energetic, and creative
- Have a drive to make a positive contribution to society
- Act with humility, generosity and integrity towards others
- Self-reliant, capable of taking the initiative and working autonomously
- Are committed to a process of ongoing learning
- Highly organised with strong planning and problem-solving skills
- Are able to think ahead and get big stuff done
- Are excited to work with heart as well as head
- Have direct experience with, and understand people from, different perspectives and backgrounds
- Have an interest in working in an international context

DIVERSITY + EQUITY + INCLUSION

The task ahead of us is daunting but we have a better chance at success if our team reflects a broad range of social and cultural backgrounds, beliefs, political persuasions and life experiences. We value diversity across many dimensions, including but not limited to race, ethnicity, socioeconomic status, gender, sexual orientation, gender identity, disability status, age, religious belief, military service, geography, and political orientation.

ABOUT THIS ROLE

More in Common is looking for a **Senior Executive Assistant** who will report to the two co-founders, directly supporting them on scheduling and inbox management. Depending on changing organisational

requirements, the Senior EA may additionally need to provide direct support to MiC's UK director. The Senior EA will also work with our senior leadership team, playing a key role in facilitating our governance processes, and coordinating across our country offices.

S/he will be focused on three main goals:

1. Support the CEO and Co-Founders (Executive Team) to perform their duties

- Provide high-level executive support, including diary arrangement support across several time zones, inbox management and expense support where required.
- Proactive identification of issues that could impact the successful execution of projects.
- Organise, confirm, record and follow-up on internal and external meetings.
- Regularly update contacts and meeting notes in the More in Common shared database.
- Proactive identification and handling of requests on behalf of the Executive Team, and follow up.
- Participate in and coordinate strategic initiatives on behalf of the Executive Team.

2. Facilitate the governance process

- Manage arrangements for meetings of the Board, including drafting agendas, coordinating the packet of Board papers, and travel arrangements as necessary.
- Draft and disseminate clear and succinct minutes of meetings and ensure follow up on agreed action points.
- Coordinate induction process for new Board members and exit process for outgoing Board members.
- Identify and manage any other relevant Board related requirements such as annual requirements for audit, ensuring website updates are made and any other Board housekeeping requirements are planned and managed.
- Liaise directly with Board members and their respective offices.
- Assist in drafting and compiling annual reports.

3. Support the wider organisation

- Project-manage discrete internal projects as directed by the co-founders.
- Act as internal champion for best practice internal processes.
- Play an important norm-setting role in setting culture in the organisation, through communication with staff individually and promotion of More in Common values, collaboration and engagement across our offices.
- Limited international travel may be required (one week per year maximum).

QUALIFICATIONS AND EXPERIENCE

We look for great people before we look for qualifications and experience. However, the following will be an asset for this role:

- Proven experience in an Executive Assistant or equivalent role, supporting senior professionals who work and travel internationally.
- Experience working with a Board of Trustees (or Directors) and/or high-level stakeholders.
- Experience working in a high-intensity atmosphere juggling multiple priorities.
- Experience with planning, monitoring and evaluation.
- Experience in a multicultural environment.
- Ability to use discretion and maintain full confidentiality.

- Highly reliable, organised, proactive and capable of independent judgment.
- Excellent oral and written English communication skills, with an eye for detail.
- Highly proficient in the latest version of Office365 and use of databases (Salesforce desirable).
- Familiarity with London city and UK systems (e.g., HR, banking, etc.), a plus.

COMPENSATION

- Competitive salary plus pension scheme
- Requests for flexible working considered
- Remote position but with access to one of our offices (London, Berlin, Paris, Warsaw) if required
- Generous team policies (annual and parental leave, learning credits)

APPLICATION PROCEDURE

Applications should be submitted in English and include a cover letter (max 1 page) and CV. Please **send applications by email** to jobs@moreincommon.com before **5 pm BST on January 25, 2023**, and use 'Senior EA' in the email subject line.

Please note that only candidates selected for further consideration will be contacted. **No phone calls and no agencies.**

As outlined above, More in Common strongly encourages candidates of all backgrounds to apply for this position. Applicants must be eligible to work without work permit sponsorship from More in Common.