

SPECIAL ASSISTANT TO THE CEO

- **Organisation:** ISD (Institute for Strategic Dialogue)
 - **Reporting to:** CEO and Head of Operations
 - **Location:** London
 - **Type of Contract:** One-year fixed term contract
 - **Start Date:** ASAP
 - **Salary Bracket:** £28,000 - £32,000
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About ISD

ISD a global counter-extremism organisation dedicated to powering new generations against hate and extremism. For 10 years, we have responded to the rising challenge of extremist movements and the ideologies that underpin them, delivering cutting-edge programmes built from world-leading expertise in communications and technology, grassroots networks, knowledge and research, and policy advice.

Position summary

ISD is seeking a bright, enthusiastic and organised individual to support the CEO and the organisation's development as ISD continues to grow. The successful candidate will gain a unique insight into the highest levels of decision making within CVE, liaising with top policymakers, philanthropists and corporate entities operating in this space.

ISD is looking for a candidate with strong organisational skills and a keen interest in the space that ISD operates in, to build strong stakeholder relationships and ensure the smooth running of the CEO's agenda. This role will also support ISD's development opportunities, researching and approaching potential partners and donors to grow ISD's programmes around the world.

Key responsibilities

- Accompany CEO to high-level meetings providing support and information – compiling papers and taking minutes – as necessary
- Support the development of new ISD projects and programmes, including drafting and / or contributing to proposals, concept notes, budgets
- Meet with the CEO on a daily basis to ensure that she is receiving necessary support and is abreast of items for her attention from across the organisation
- Build strong relationships with key stakeholders e.g. donors and board members as a 'go to' member of the ISD team
- Provide substantive review and analysis of key documentation for the CEO, assisting in preparation for meetings and engagements
- Draft emails, letters and a variety of other documents for both internal and external audiences
- Conduct research, analysis and preparation of substantive briefs, presentations, talking points and speeches
- Work closely with the CEO and Senior Management Team to balance CEO's workload
- Draft correspondence on behalf of CEO to key contacts e.g. funders and partners
- Compile materials supporting the CEO to create high-quality presentations

- Liaise with the Personal Assistant and other colleagues in managing the schedule of the CEO and assist in resolving conflicts
- Available and happy to travel internationally, sometimes at short-notice, if required

Person specification

Essential

- High standard of professionalism, discretion and reliability
- Experience working in a fast-paced environment
- Keen interest and understanding of the space the CEO is operating in – international relations, CVE (countering violent extremism) and conflict resolution
- First-class organisation skills
- Strong stakeholder management skills, confident when engaging with high-level representatives and officials
- Strong time management skills, able to prioritise workload and drive projects to meet tight deadlines
- Ability to deftly manage competing priorities with a time sensitive workload
- Ability to take initiative and move work forward
- Excellent written and verbal communication skills (English language)
- Strong IT skills using different programmes and software to develop presentations and materials

Desirable

- Academic qualification related to international relations, CVE (countering violent extremism) and conflict resolution
- Experience of using digital platforms to communicate with audiences e.g. Mailchimp, Twitter
- Knowledge of other European languages

Application process

ISD is looking to appoint a candidate as soon as possible. All applicants must have either EU status or right of employment within the UK.