



Job Title: Personal Assistant (maternity cover)
Job location: London, UK
Contract type: Fixed term (12 months)
Reporting to: Chief Executive

About Sentebale

Sentebale works with disadvantaged children and young people in Lesotho and Botswana – which have the second and third highest prevalence rates of HIV in the world respectively. The charity was founded by Prince Harry from the British Royal family and Prince Seeiso from the Lesotho Royal family. Both Patrons are deeply passionate about the welfare of these children, particularly those affected by the HIV epidemic.

Job Purpose:

This is a pivotal and very varied role, providing proactive support to the Chief Executive and the wider Sentebale office. The role covers a range of responsibilities to ensure the smooth running of the UK office, and will provide the successful applicant with a valuable insight into all aspects of Sentebale's work.

Key Responsibilities:

- ✦ Provide support to the Chief Executive – overseeing CEO's diary, managing communications, preparing presentations and any other related work
- ✦ Provide support to the Sentebale Board of Trustees, organising meetings, compiling papers and taking minutes
- ✦ Supporting the Special Projects Manager with Sentebale events
- ✦ Support wider Sentebale team with any special projects
- ✦ Provide HR administrative support to ensure HR compliance of London, Lesotho and Botswana offices
- ✦ Maintain a good working relationship with the Lesotho and Botswana offices, to ensure constant clear communication
- ✦ Data entry in Salesforce (Sentebale's database)
- ✦ Any other duties as designated by the Chief Executive and commensurate with the post

Person Specification:

- ✦ Office administration experience
- ✦ Ability to multi-task and problem-solve across a variety of issues
- ✦ Excellent communication skills, written and verbal, at all levels (including good telephone manner)
- ✦ Experience of using Salesforce or other CRM management systems would be an advantage
- ✦ Comfortable and professional in situations that require high levels of confidentiality or sensitivity
- ✦ Good knowledge of Microsoft Office software (Outlook, Word, Excel, PowerPoint, Access), Windows XP
- ✦ Experience of working with development organisations/ other organisations operating abroad; and/or a demonstrated interest in international development



Additional Information:

Hours of Work: Full time, 37.5hrs a week
Paid Leave: 25 days plus bank holidays pro rata
Salary: Depending on experience

Work Permits

Work permits are required for UK based posts by all non-EC nationals. You therefore need to have the right to work in the UK order to apply for this post; proof of this right will be required before any offer of employment is made.

How to Apply

To apply, please send your CV and a covering letter to: info@sentebale.org the deadline for applications is 11th October at 17.00.

Interviews will take place week commencing the 23rd of October.

Thank you for your interest in Sentebale.

To find out more about Sentebale, please visit www.sentebale.org