



Position: Special Assistant, Programmes and Advocacy
Location: London, United Kingdom
Status: Full Time
Reports to: The Director of Programmes & Advocacy

About Malala Fund: Malala Fund is working toward a world where all girls can learn for 12 years and lead without fear. We advocate for resources and policy changes needed to give all girls a secondary education. The girls we serve have high goals for themselves — and we have high expectations for leaders who can help them. We invest in developing country education leaders and frontline organisations — the people who best understand girls in their communities — in regions where most girls are missing out on secondary school. We amplify girls’ voices. Malala Fund is building a movement of young education activists who, like Malala, speak truth to power around the world.

We are seeking a highly organised and self-motivated Special Assistant to provide extensive support to the Director of Programmes and Advocacy and the wider department. Key responsibilities will include overseeing the Director’s day-to-day schedule, assisting with trip schedules and logistics and preparing expense reports for the Director and two Associate Directors, assisting in departmental meeting scheduling and preparations, providing logistical support for physical and virtual meetings with grantees and corresponding with internal and external parties.

Excellent communication skills, time and priority management and strong attention to detail are essential for successful candidates.

I. Essential Responsibilities and Tasks:

- Plans and coordinates scheduling for Malala Fund’s Director of Programmes and Advocacy.
- Supports the Director and two Associate Directors in trip scheduling and logistics.
- Prepares expense reports for the Director and two Associate Directors.
- Drafts emails, letters and other correspondence as needed, ensuring proactive follow up.
- Assists in the planning of meetings and events including key advocacy moments, including holding responsibility for workplans, budgets, and reporting.
- Takes notes, tracks action items and prioritises conflicting needs to follow projects through to successful completion within the department and with other departments.
- Assists in building and maintaining a programmes and advocacy contact list, improving systems for stakeholder management.
- Compiles and helps prepare pre-read documents, interview briefs and trip books to ensure the Director of Programmes and Advocacy is well prepared for all meetings and events.
- Performs other administrative functions as necessary to best facilitate the Director’s ability to effectively lead the Programmes and Advocacy Department.

II. Required Education, Experience, Knowledge, Skills and Ability:

- Proven track record of meeting deadlines and effectively managing multiple tasks.
- Experience managing communications for high-level political, business and non-profit officials in the UK and, preferably, in the US and internationally as well.
- Experience handling sensitive and confidential information with the highest level of discretion.
- Experience managing complicated domestic and international logistics – ideally with experience securing travel visas.
- Excellent written and verbal communications skills, with previous experience in copyediting and knowledge of the AP style.
- Superior organisation, prioritisation and project management skills with high attention to detail.
- Resourcefulness and ability to work independently and with excellent judgment, taking ownership of a wide-range of responsibilities.
- Flexibility and willingness to work in situations of flux; ability to work in a fast pace environment.
- Availability to occasionally travel both domestically and internationally as needed.
- Proficient in Microsoft Office Suite and Google Apps.
- Legally authorised to work in the United Kingdom.

III. How to Apply:

Please send a resume and cover letter to [hiring@malalafund.org](mailto: hiring@malalafund.org), noting “Special Assistant” in the subject line of your email.

Malala Fund (MYCF UK Ltd.) is committed to safeguarding children and employment with our team is conditional upon successfully completing a background check.