



Position: Special Assistant, Principal Engagement

Location: London, United Kingdom

Status: Full Time Availability

Reports to: Malala Fund's CEO

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.

As an essential member of the Executive Office, the Special Assistant will work closely with colleagues across multiple departments to serve as the primary point of contact for internal and external stakeholders on matters pertaining to Co-Founder scheduling, speaking events and travel whenever relevant to the work of Malala Fund and/or the Malala Fund's mission and advocacy. S/he will be responsible for managing a detailed diary of upcoming meetings and engagements, will ensure timely follow up on all scheduling requests, handle travel logistics and perform other necessary day-to-day administrative functions.

The successful candidate will have a strong background in scheduling and logistical planning and a proven history of handling sensitive and confidential information with an utmost level of discretion.

I. Essential Responsibilities and Tasks:

- Reviews and logs the inflow of Malala Fund scheduling requests and a diary of upcoming Co-Founder commitments.
- Works closely with the CEO and Senior Leadership to determine scheduling request responses and next steps, researching meetings and events as needed.
- Drafts and sends emails, letters and other correspondence, ensuring proactive follow up, specifically on scheduling matters.
- Liaises with colleagues to answer questions and work together in planning logistics around meetings and special events involving the advocacy of the Co-Founders.
- Compiles pre-read documents and trip book to ensure the Co-Founders are well prepared for all Malala Fund related meetings and events as well as non-Malala Fund events which require Malala Fund staffing and are aligned with Malala Fund's advocacy and mission.
- Books national and international Malala Fund related travel for the Co-Founders, and the CEO if accompanying the Co-Founders, and secures travel visas as necessary.
- Prints and sends prep documents including briefing notes, trip books and tickets.
- Assists in building and maintaining contact lists.
- Files correspondence and other documentation appropriately.
- Performs other administrative functions as necessary.

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

- Minimum of 1-2 years of professional assistant, scheduler and/or protocol experience requiring communication with high-level individuals.
- Ability to meet deadlines and effectively manage multiple tasks simultaneously.
- 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.
- Superior interpersonal, organisation, and prioritisation skills.
- Resourcefulness and ability to work proactively and independently, 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, noting “Special Assistant, Principal Engagement” 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.