

JOB DESCRIPTION



1. TITLE

Executive Assistant

2. OVERALL PURPOSE OF THE ROLE

To provide comprehensive administrative support to the Chief Executive (CEO) and Chief Operating Officer (COO), as well as the wider Senior Management Team (SMT).

The Executive Assistant will be responsible for managing the day-to-day planning and co-ordinating activities across the organisation on behalf of the CEO and COO. This will include supporting the team with the administration of calendars, diaries, meetings and operation of the BD Office.

The primary responsibilities and accountabilities for this role are as follows:

- To support the provision and delivery of confidential, accurate and efficient administrative support to the CEO and COO.
- To support the efficient running of the BD office at all times, delivering high standards of service for the benefit of the Board of Directors, SMT, staff and BD members.
- To provide effective administration and co-ordination of all meetings and diary commitments, including agendas, travel arrangements, accommodation and itineraries.
- To support the production of relevant documentation and communication on behalf of the CEO / COO, including reports and papers for the attention of the Board, Technical Committees or other relevant stakeholders.

3. MAIN RESPONSIBILITIES

- Respond to all correspondence and telephone calls in a timely and professional manner. Initiate action where required and report on progress as appropriate.
- Monitor emails and letters to the CEO, disseminating information to the Board / SMT as necessary, and maintaining files to ensure that all correspondence has been dealt with fully.
- Provide the information required for Board and Executive meetings. This will include preparing agendas, collating papers and presentations, taking minutes of meetings, maintaining an action log, and ensuring actions are completed.
- On behalf of the CEO / COO, communicate and correspond with Board members, staff and volunteers, circulating executive summaries, meeting minutes and papers as required.
- On behalf of the COO, lead the administration for the volunteer structure across all technical and regional committees, including co-ordinating the recruitment and induction processes.
- Lead the administration of all HR processes, including recruitment activity, provision of contracts, performance reviews and management of confidential HR information.
- Assist with the smooth running of the BD head office, by managing rotas, co-ordinating meetings, booking pool vehicles, monitoring annual leave and allocating lieu time.

- Assist with diary planning and co-ordinate calendar commitments, including attendance at events and booking travel, accommodation and tickets as required.
- Ensure that any key issues are brought to the attention of the CEO and COO as appropriate, and actions prioritised, together with any supporting information.
- To brief the SMT on relevant activities and events as they arise, obtaining additional information as required to inform decision making.

4. REQUIREMENTS FOR THE ROLE

Knowledge / Experience:

Essential

- Minimum of three to five years' experience of senior staff support and office administration.
- Proven track record of creating, implementing and managing effective administrative systems and processes to support the operation of an Executive team or Board.
- Strong interpersonal skills, able to deal effectively with people at all levels of the organisation, whether staff, volunteers, members or other key stakeholders.
- Excellent written and verbal communication skills are a pre-requisite for this role, with high standards of minute taking and a strong attention to detail essential.
- Highly organised and structured approach to work, with the ability to prioritise and manage time critical tasks, from initiation to completion.
- Ability to provide an effective customer-focused response by phone, face-to-face or in writing, handling confidential and sensitive information in an appropriate manner.
- Good IT skills and working knowledge of Microsoft Office, Teams and Sharepoint.

Desirable

- A Personal Assistant qualification and / or relevant experience in a similar role.
- Experience of working within similar small to medium sized organisations in either sport, charitable or not-for-profit sectors would be advantageous.
- An active interest in equestrianism would be beneficial but is not essential.

Personal Skills / Characteristics

- Highly organised, with a structured approach to work and strong attention to detail.
- High standards of written and verbal communication, with excellent interpersonal skills.
- Flexible and adaptable, equally adept at working independently or as part of a team.
- Ability to multi-task, prioritise workload, work under pressure and meet tight deadlines.
- Positive, dynamic, self-motivated and proactive, with a 'can-do' attitude.
- Personable approach, with proven ability to build strong professional relationships.

5. REPORTING

Line Manager: Chief Executive

There is additional dotted line reporting into the Chief Operating Officer.