



BRITISHROWING

Job Description

Executive Assistant

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Job Title	Executive Assistant
Reports to	Chief Executive Officer (CEO) and supports others business Directors (x5)
Directorate	CEO Office
Location	Hammersmith (with up to 2 days in Caversham required)

Job Purpose

A far reaching role across the organisation to support the CEO, the Chair and the Executive including diary management, communication and correspondence and to liaise and work closely with the Board of British Rowing.

Responsibilities

- Support the CEO and Executive team in diary management and administrative support.
- Deliver an effective and efficient service to the directorates to ensure the preparation of reports and agendas, taking confidential minutes, distribution of papers and handling correspondence/general enquiries are delivered.
- Act as a senior administrator of the organisation for the Board and key committees.
- Arrange meetings: circulate schedules and manage co-ordination of diaries to ensure all necessary attendees are available and their commitments are fully communicated.
- Set and agree timetables for sending out meeting papers to ensure all deadlines are met.
- Prepare and circulate the agenda, papers and take the minutes of the meetings including:
 - British Rowing Board
 - Finance and Audit and Risk Committees
 - International Relations Strategy Group
 - Annual General Meeting
- Attend meetings and take accurate minutes, circulating minutes to all attendees in an accurate and timely manner, keeping the actions tracked and to follow up to ensure all actions are completed. Board meetings are published online so also work with communications on this.
- Organise the Annual General Meeting and any Extraordinary General Meetings (when required) including, researching venues, sending out all communication to the relevant committees, reps and members, ensuring papers are sent out within the timelines set.
- Be the first point of contact for incoming emails, letters and telephone calls for the Directors and deal with all communication in a professional manner.
- Support the development of key presentations and meetings for colleagues and key stakeholders.
- Deal with all request that come through World and European Rowing and circulate any emails or newsletters that are sent that could be relevant to the Directors team.
- Arrange all travel, hotels and transfers, including tickets if required to gain access to events and international meetings.

Office Management

- The post holder will provide facilities and office management support to the headquarters operation in Hammersmith.
- Working with the Part-Time Office Manager to coordinate essential services such as:
 - Be a key point of contact for visitors coming to the offices and providing a warm welcome.
 - Responsible for all incoming and outgoing post and deliveries; ensuring the franking machine is always operational; coordinating couriers.
 - Archive management and coordination of the secure disposal of documents in compliance with data protection requirements.
 - Monitoring and ordering office supplies and consumables e.g. stationery, kitchen, refreshments and first aid supplies.
 - Ensuring the office environment is presentable and clean; managing the office cleaning contract; ensuring appropriate waste disposal and recycling facilities in place.
 - Managing all meeting rooms at HQ, ensuring everything is available and working in the rooms and help with set up. Organising catering provisions for meetings; facilitating access to the building at weekend's if required.
 - Security – managing the alarm and key holding contractors; ensuring the site is secure and responding to any breaches and other emergencies.
 - Manage any external requests for the use of the pontoon, carpark or other facilities.
 - Oversee any maintenance plan and work with contractors on site as necessary to;
 - ensure minimum disruption to core activities.
 - ensure that agreed work by contractors has been completed satisfactorily and follow up on any deficiencies.
 - Being the main point of contact for any updates or renovation to HQ.
 - Work with the CEO and COO to ensure the offices meet all statutory health and safety requirements (including ongoing Covid-19 regulations, fire safety, etc.) and those facilities comply with all appropriate legislation; maintenance of relevant documents and registers.

This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which British Rowing may call upon the post-holder to perform from time to time

Person Specification

Essential:

- Strong organisational skills and time management with evidence of relevant techniques and understanding of project management methodologies.
- Advanced IT skills and knowledge of Google suite applications including PowerPoint and utilising the internet.
- Excellent minute taking skills.
- Experience of flexible working with ability to vary work patterns and prioritise tasks to meet the changing needs of the business as and when required.
- Excellent written and verbal communication skills with a proven ability to liaise and communicate with people at all levels with a high level of diplomacy and professionalism.

- Ability to prioritise and multi task with good problem-solving skills.
- Previous and proven experience as Personal Assistant at Director Level.
- Proven experience as facilities manager/office manager or similar position.
- Excellent knowledge of health and safety requirements and best practice.
- Excellent interpersonal, organisational and time management skills

Desirable:

- An interest in sport and in the work of British Rowing.
- Previous experience of working for a governing body organisation or governance function.

Additional Information

Standard working hours are 9:00 to 17:00 although flexibility is required in order to ensure core objectives are achieved. This is a full time role, Monday to Friday with the option to work from home. Some travel and weekend work may be required.

Equal Opportunities

British Rowing is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.