



THE BRITISH JUDO ASSOCIATION

DESCRIPTION – EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE

AREA: British Judo Association, Loughborough

Post: JA/HRMan

Designation: Executive Assistant to the Chief Executive

Responsible to: Chief Executive

Responsible for: N/A

Main Purpose of Job

- Support the day-to-day work of the Chief Executive and Chairman.
- Organise and Support the Executive Management team and the Board of Directors meetings.
- Complete ad hoc projects as assigned.

Specific Responsibilities and Personal Duties

- Contribute to the overall development of British Judo and its activities.
- Maintain and develop systems, procedures and records in line with the Associations policies and objectives.
- Ensure necessary records are maintained that can readily provide current, accurate and accessible information.
- Work within the framework of British Judo's corporate plan as directed by the Chief Executive.
- Support the Chief Executive in the preparation and presentation of reports, proposals, budgets and related activities in servicing and developing plans and relationships with stakeholders and partners.
- Support the Chief Executive in the preparation of all documentation required for key decision making as required.
- Under the guidance of the Chief Executive ensure British Judo's corporate methods for monitoring and evaluating the effectiveness and impact of British Judo's strategic initiatives.
- Arranging travel and accommodation for the Chief Executive.
- Day to day planning and organisation of the Chief Executive's diary.
- Dealing with the Chief Executive's post and correspondence.
- Set up meetings and appointments, organising venues and hospitality for visitors etc.
- Take responsibility for the ordering of stationary and office supplies.
- Service the board including the production of agendas, minutes and key papers.
- Minuting all meetings as directed by the Chief Executive.
- Undertake mailings and communication as directed by the Chief Executive.
- Set up and maintain the integrated electronic and paper based filing systems.

General (Special Conditions)

- You will have access to confidential information, requiring absolute discretion at all times.
- Must maximise the resources of the BJA at all times.
- Must carry out and operate within the BJA's Safeguarding & Equal Opportunities Policies and strive to achieve any required safeguarding & equality targets.
- Must promote a positive image of the BJA in all dealings with internal and external contacts.
- As this role will require the candidate to have working access to the BJA's CRB disclosure process and be a co-signatory for our CRB checks, the successful candidate will be required to complete an Enhanced CRB disclosure.

Proposed Contract Term

Permanent Employment Contract (subject to three month probationary period)

Salary & Benefits

Competitive salary and benefits package will be offered to the right candidate. Total package will be in the region of £17,000-£20,000 pa, based on experience and skills.

The benefits package includes contributory pension scheme, 20 days annual leave, Private Health Care Scheme, training opportunities and time of in lieu where appropriate.

If you wish to apply for this position please send a cover letter and CV to:

Scott McCarthy
CEO
British Judo Association
Suite B
Epinal Way
Loughborough
LE11 3GE

Or email to: scottmccarthy@britishjudo.org.uk

Closing date for applications is 20th April 2009

The British Judo Association is an equal opportunity employer



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PERSON SPECIFICATION – EXECUTIVE ASSISTANT TO CHIEF EXECUTIVE

The person specification is a picture of the skills, knowledge and experience needed to carry out the job. It has been used to draw up the advert and will be used in the short listing and interview process.

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Post: BJA/PACEO

Designation: EXECUTIVE ASSISTANT TO THE CHIEF EXECUTIVE

Responsible to: CHIEF EXECUTIVE

Experience, Knowledge and Skills

- Strong administrative and organisational skills required.
- You will have demonstrable experience of working in a similar role at a comparable level in a company.
- Exceptional IT and communication skills essential (inc. Word, Excel and Outlook)
- The ability to handle a wide range of projects and tasks simultaneously.
- High attention to detail and ability to prioritise workload and work to tight deadlines.
- Have an understanding of the requirements and implications of working to a Chief Executive.
- Excellent administration and secretarial skills.
- Excellent written and verbal communication skills

Personal Qualities

- Must be self-motivated, able to work under own initiative to tight deadlines and deal with a broad range of issues.
- Must have a positive attitude towards making changes where necessary to improve efficiency and performance.
- Ability to communicate effectively and network across a diverse range of internal and external contacts.
- Practical problem solving approach and interpersonal skills.

Educational Background

- Candidates should have a relevant recognised qualification to University level.
- Would suit a graduate looking to gain experience within the world of sport.
- Suitably experienced candidates without a university degree will also be considered however there is a minimum requirement of five GCSE's including Maths and English.

Equal Opportunities

- An understanding of and commitment to the BJA's Equal Opportunities policies and Child Protection policies