

Executive Assistant to Chief Executive

Job Title: Executive Assistant

Department: Chief Executive Office

Salary: Competitive, dependent on experience

Direct Reports To: Chief Executive Officer

Location: British Judo Head Office, Walsall

Key Relationships: Chair, Board members, President, Council members, UK Sport, University of Wolverhampton, BJA Directors

Purpose of the Role

To provide high level administration support to the Chief Executive ensuring that their time is managed effectively and they are fully prepared for all meetings, travel etc and that the operations of the Executive office run smoothly and efficiently.

To support the Chief Executive and the Chair in ensuring that Board meeting and member support and administration is carried out efficiently and to a high standard.

Key Responsibilities

1. Chief Executive Support

- Manage calendar effectively making best use of Chief Executive's time
- Monitor inbox and flag emails requiring responses/raising urgent issues
- National and international travel
- Credit card and cash expense submission
- Drafting correspondence and presentations
- Organisation and administration of monthly Director meetings
- Organisation of bi-monthly Senior Leadership Team Meetings – including attendance, note taking and completion of Annual Delivery Plan
- Organisation and attendance including taking minutes at quarterly Council Meetings
- Maintaining accurate housekeeping/filing systems electronically and in paper when appropriate

2. Chair and Board Support

- Coordinate Chair diary commitments
- Logistics for Board members, administration and attendance at bi-monthly Board Meetings: collating Board reports and other supporting documentation, dissemination of Board papers via Board portal, attendance and minute taking

- Management of Board documentation, eg: Actions and Decisions Log, Risk Register
- Organisation, attendance and minute taking for Board sub-committee meetings
- Support with Board member recruitment and onboarding
- Main point of contact and administration support for Chair and Board members

3. Annual General Meeting & Annual Report

- Annual Report: Collate reports, liaise with designer and manage sign off of proof
- Produce AGM paperwork: Calling Notice, voting forms with resolutions, covering letter, agenda and any supporting documentation
- Organise timely online distribution of AGM papers in liaison with Chief Executive and Head of Communications
- Collate club votes (checking valid membership on receipt) and apologies received providing a summary to the President and Chief Executive prior to the meeting
- Organise any logistics required for Board members and President
- Organise meeting room and refreshments and any AV equipment required, in liaison with the Events Team
- Facilitate the registration desk managing attendees via sign in sheets
- Attend and take minutes at the AGM

4. Misc

- Support the Operations Director with HR administration
- Coordinate staff updates, offsite meetings and social events
- Companies House administration – filing confirmation statements and amending Board member information
- Management of office supplies and stationery
- Ad hoc support to President and Council members
- Ad hoc projects or research as requested by the Chief Executive

Qualifications and Experience

Essential:

- Minimum of 5 years' experience supporting at C-Suite level
- Experience organising Board meetings, producing high quality minutes and supporting Board members
- Excellent written and verbal communication skills

- Ability to multitask and adjust quickly to changing priorities
- Ability to work independently and as part of a team
- Proficient in Microsoft Suite (Outlook, Word, Excel, PowerPoint) and online meeting platforms (Teams and Zoom)

Desirable:

- Experience of using a Board administration portal
- Interest in sport

Special Conditions

- Role subject to annual performance review and compliance with British Judo policies and UK Sport funding requirements.
- Occasional UK travel and weekend working (additional hours given back in TOIL)
- Basic DBS check

Benefits

- Flexible start and finish times (8am to 9.30am/4pm to 5.30pm)
- 3 days office based, 2 working from home
- 37.5 hrs per week, 30 minutes unpaid lunch – up to 1 hour 2 days per week
- 22 days holiday plus Bank Holidays
- 2 wellbeing days
- Employee Assistance Programme
- Comprehensive family leave policies
- Salary sacrifice pension scheme
- Life Assurance cover
- Access to high street stores discount portal
- Free eye tests
- Free onsite parking