

JOB DESCRIPTION

Role Profile: Executive Assistant

Reports to: Chief Executive Officer

Job Purpose: To provide full PA/secretarial support to the Chief Executive Officer (CEO), Chief Operating Officer (COO) and the Director of Welfare.

Key Responsibilities:

PA/Secretarial Support

- To provide full administration and PA/secretarial support to the CEO, the COO and the Director of Welfare maintaining confidentiality as required. Duties to include: diary management, dealing with correspondence, expense claims, answering and dealing with calls, making travel arrangements and producing presentation slides.
- To provide additional general support to the CEO, the COO and the Director of Welfare to ensure that they are able to perform their roles as efficiently and effectively as possible. This may include on occasion carrying out personal tasks if and when they are unable to do so because of other commitments.
- To support and organise department team meetings and activities, booking venues, producing agendas, organising transport and liaising with all departments as required.
- To undertake and co-ordinate the production of papers and presentations for external meetings.

Trustee & Staff Meetings

- To be responsible for all aspects of organising Trustee meetings for all of the committees within the Racing Welfare group including: preparing agendas, organising location and catering, collating papers by liaising with the relevant employees, uploading the papers to the virtual boardroom, liaising with trustees and minute taking at meetings. This may involve travel.
- To be responsible for setting up all internal department meetings where required including organising the location and catering, providing equipment, collating presentations, liaising with staff and minute taking where required. This may involve travel.

General

- To provide support at fundraising events at least twice a year.

General Responsibilities:

- To maximise your own personal development by positively contributing to induction, supervision, training, appraisal, and team meetings.
- To operate in a way that ensures you are a recognised role model for the charity's Core Values and Behaviours.
- To comply at all times with Health & Safety regulations and safe working practices in accordance with current legislation and as detailed in the Charity's Health & Safety Policy and Procedures.

This role profile is a guide to the work you will be initially required to undertake. It may be reviewed from time to time to incorporate changing circumstances, and you may be required to be flexible and perform other duties as required by your manager. It does not form part of your contract of employment.

Signed:.....(Job Holder)

Signed:.....(Immediate Manager)

Date:.....