



BRITISH EVENTING

Job Description

Job Title : British Eventing Executive Assistant (Full Time)

Location : BE Head Office, Stoneleigh

Reporting to : Chief Executive

Key Relationships : Board
Chief Operating Officer/Company Secretary
IT Director
Sport Manager
BEF
Organisers

Job Purpose : To provide administrative assistance to the Chief Executive, Chairman and the Board.

Key Responsibilities :

- To act as the first point of contact for the CEO, Chairman and Directors proactively and promptly reviewing and tracking incoming enquiries such as emails, invitations, complaints, and correspondence, responding directly or advising on responses to the CEO, Chairman and Directors providing clarity of outcomes/actions.
- Manage the CEO's email inbox to ensure all important communications are flagged and receive a response. Refer correspondence and calls to other appropriate individuals if matters can be responded elsewhere. Disseminate information to senior leadership and maintain a system to ensure action is taken by senior leadership where appropriate.
- To make administrative arrangements and planning for internal and external meetings, attending as necessary and to operate a system to ensure the CEO is fully briefed for meetings.
- Provide high level secretariat support to key internal and external meetings involving the CEO, including preparing agendas, co-ordinating or writing papers, producing minutes, and ensuring follow-up actions are progressed.

- Forward plan with the Chief Executive to ensure actions are completed and meetings are scheduled in the calendar.
- Providing project support; conducting research, reviewing and summarising reports, presentations, and documents suitable for presentation at Board and Executive level.
- Develop and maintain the CEO's paper and electronic filing and information systems.
- Maintain a coordinated and up-to-date calendar for the CEO by determining the urgency and nature of requests, making necessary arrangements, and resolving time conflicts. Organise and schedule meetings with employees and external stakeholders. May attend meetings with the CEO to record meeting outcomes and follow-up actions.
- Prepare for meetings with the Board & sub committees (i.e., schedule, prepare logistics, attend, minute, and distribute materials for meetings, liaise with the Company Secretary as appropriate).
- Being responsible for processing expenses, credit card returns and raising purchase orders and other finance related duties as directed by the CEO.
- To undertake specific areas of responsibility and special projects, as required, to support the CEO.

Who we are looking for:

Our ideal candidate is a confident and proactive communicator (both verbally and in writing) and highly computer literate. You will be enthusiastic about British Eventing and understand the role of a NGB – your day will inevitably involve challenging tasks and exposure to key stakeholders at all levels of the organisation.

You will:

- Have at least 2 – 3 years' experience in a similar role
- Be a self-starter, capable of acting on own initiative and proactively managing competing demands and pressures and able to multi-task effectively
- Must be able to work collaboratively, with a range of colleagues in the wider organisation, as well as with external stakeholders
- Have sound experience of establishing positive and productive relationships at senior level within organisations and have the tact and diplomacy to ensure these are maintained effectively
 - Excellent verbal and written communication skills
- Possess highly competent IT skills across standard Microsoft packages and have experience in social media and modern communication technology
- Demonstrate a high level of accuracy, efficiency and attention to detail

- Demonstrate experience of researching, collating and writing briefing materials and experience of management information reports including statistical and financial data
- Flexibility occasionally having to work early or late and at weekends and willingness to undertake varied responsibilities
- Ability to handle highly sensitive business communications, data and other information with confidentiality and discretion
- Well placed sense of judgement and political skills, ability to exercise absolute discretion and confidentiality
- Evidence of an ability to 'think outside the box' and generate and implement creative solutions