

Job Description

Job Title: Executive Assistant (21 hours a week – to be agreed but hours must be over a minimum of four days)

Department: Operations

Reporting to: Chief Operating Officer

Direct Reports: N/A

Location: SportPark (minimum 2 days per week)

Grade:

Job Purpose:

Assist the Swim England CEO, Chair and Board by providing first class administrative support, including management of emails, diary management, travel, and projects relating to the organisations activities.

Values:

Quality



Purpose



Togetherness



Fun



Resourceful



Key responsibilities

- Management of the CEO email inbox – filtering of emails, responding, delegating to relevant parties, filing and prioritising for the CEO.
- Extensive and complex diary management for the CEO including travel arrangements.
- Preparing correspondence as required.
- Production and editing of PowerPoint presentations where required.
- Supporting specified meetings (Swim England Board, Oversight Committee and Regional Chairs), including co-ordinating dates, drafting agendas, booking meeting rooms, distributing papers, taking and production of high quality minutes.
- Supporting the delivery of the Swim England AGM.
- Responsible for collating and submitting reporting to funding partners.
- Providing administration support where required on special projects.
- Provide support where required to the Swim England Chair, Board, President and past Presidents.
- Ownership of event invitations for key stakeholders and guests.
- Responding in a timely manner to internal and external queries across multiple email inboxes.
- Supporting on other administration duties were required.

Skills and experience required

Essential

- Values led
- Significant experience supporting senior roles in an administrative capacity
- Highly organised and able to adopt a flexible approach
- Strong attention to detail and accuracy
- Experience of working in a fast paced, high-performance environment
- Strong communication skills, both written and verbal
- Ability to influence others, solve problems and deal with situations in a professional and highly confidential manner
- Ability to work on own initiative.
- Proven ability to handle data and produce reports.
- Experience of producing meeting minutes and agendas with a high level of accuracy.
- Excellent knowledge of PowerPoint, Excel and Word packages.
- Experience of running small projects, conferences or events.

Desirable

- Knowledge of sports governance and how boards operate.