|  |  |
| --- | --- |
| **Role** | Executive Assistant to the Chief Executive |
| **Status** | Permanent |
| **Remuneration** | £Competitive + benefits |
| **Department** | Chief Executive |
| **Reporting to** | Chief Executive |
| **Location** | Milton Keynes with hybrid working available |

**Role Summary**

Ensure the provision of a professional, confidential, and efficient support service to the Chief Executive, the Chair and the Board of Directors.

A key part of the role will also be providing support to the governance structure and processes of Table Tennis England and Great Britain Table Tennis, as well as leading, managing and contributing to various operational projects.

**Key Responsibilities**

**1. Management of Chief Executive’s Office**

Organise and manage all day-to-day activity of the Chief Executive’s office including:

* Managing a demanding diary, ensuring efficient scheduling of meetings by

coordinating with all relevant parties to ensure the best possible use of time

and resolving clashes/conflicts appropriately.

* Acting as a gatekeeper to the Chair and Chief Executive protecting demands

on the diary;

* Managing a ‘Brought Forward’ system for efficient handling of paperwork

(electronic and hard copy) for meetings;

* Implementing effective forward planning administrative systems for the

smooth running of meetings, including creating/collating meeting briefing

notes at least two days in advance of meetings;

* Anticipating travel arrangements, booking itineraries and managing visa

applications where necessary for the Chief Executive, Chair and other key

personnel where necessary;

 Manage the Chief Executive’s time by:

* Assisting with the management of workflow and action deadlines;
* Regularly reviewing the Chief Executive’s emails, forwarding, replying,

deleting, filing/flagging as appropriate;

* Researching and preparing presentations as required;
* Reading, routing and replying to postal correspondence;
* Drafting letters and initiating telecommunications where appropriate;
* Screening telephone calls, enquiries and requests - fielding responses as

appropriate.

**2. Executive Support**

* Responsible for programming the executive meetings to ensure alignment

that allows efficient strategic reporting against the business plan;

* In liaison with the relevant Chair, the Chief Executive and Head of

Governance & Operations, manage the following meetings, by preparing/distributing/ writing the agendas, supporting papers

(where necessary) and minutes:

* Notice for the Annual General Meeting
* Board of Directors
* National Council
* Great Britain Table Tennis
* Senior Leadership Team
* Complete Chief Executive’s action points arising from all meetings where

possible;

* Build a good business relationship with the Chief Executive and input ideas

towards the successful development of organisational activity.

**3. Corporate Governance**

* Support the management of compliance to the annual Governance cycle in

accordance with the Articles of the Association, including the election process

for Office Holders;

* Support the Head of Governance & Operations to ensure compliance with

the Code for Sports Governance

* Support the organisations Data Protection Policy and oversee the

establishment of an implementation plan

* Support the ISA 550 & Declarations of Interest process for the whole

organisation, including Board/Committee volunteers;

* Support the process for creation of the Annual Report and Financial

Statements

**4. Events**

* Manage hospitality of all VIPs at major events by:
* Programming a schedule of activity in liaison with the Chief Executive;
* Booking relevant venues, equipment, decoration and such like;
* Creating appropriate guest lists, issuing invites and managing RSVPs;
* Manage all social activities for employees;
* Manage All Staff Briefings, to include the programming and logistics.

**5. Communications**

* Draft the Chief Executive’s contribution to the monthly Chief Executive

Update;

* Act as a contact point for the President, Chair and Board of Directors;
* Act as a contact point for the Chief Executive's external professional

contacts.

**6. Other Duties**

* Support the Customer Service and Ranking team as required in peak periods

and directed by Head of Operations and Governance

* Contribute to, research or manage specific projects, whenever required by

the Chief Executive commensurate with the grade of the post;

* Exercise confidentiality, discretion and personal sensitivity in all aspects of

the role;

* Undertake other duties from time to time as reasonably required by the Chief

Executive;

* To undertake such other duties as may be appropriate to achieve the

objectives of the post

**Person Specifications / Skills:**

* A minimum of three years experience in a similar role;
* Interest in and /or experience of sports governing bodies and/or public

funding or membership type bodies.

* Excellent verbal and written communications skills;
* Proficient in working with Office 365 products;
* Demonstrable experience of applying discretion and confidentiality in all

aspects of the role;

* Able to use initiative and judgment with decision-making capability;
* A good team member who is adaptable and has attention to detail and

accuracy.

Table Tennis England is an equal opportunities employer and welcome applications from all suitably qualified persons, regardless of their race, gender, disability, religion/belief, sexual orientation or age

A copy of the policy can be found on the Table Tennis England website.

Table Tennis England Reserves the right to withdraw this role prior to the closing date should sufficient suitable applicants be received.

May 2022