

Job title	Executive Assistant
Reports to	CEO
Direct Reports	None
Division	CEO Office

The Executive Assistant is a crucial role in enabling the Chief Executive, Governance Post Holders and the Governance Advisor to use their time effectively and to support CIEH's desire to be an open and transparent organisation.

#### Role Purpose:

Reporting to the CEO this role will have three key functions:

**Board and Committees** – This role will serve the Board of Trustees and related Committees to ensure their effectiveness as well as their ability to meet the requirements of the openness and transparency policy.

**Governance** - This role will support all governance activities undertaken by CIEH.

**CEO support** – This role will support the CEO to ensure that their time is utilised effectively.

#### Responsibilities and Duties:

##### Board and Committees

- Work with the Chairs, governance advisor and EMT, to ensure that an annual plan of Board and Committee activities is set in advance.
- To work with Chairs and EMT to develop workflows for agreeing and publishing agendas and papers in line with the openness and transparency policy.
- Manage the agendas and papers production and publication process
- Manage the member engagement process in respect of openness and transparency
- Attend meetings and act as minute taker where required
- Finalise and publish minutes, including managing redactions, where required
- Manage the action trackers ensuring timely follow-up and completion of all actions
- Manage the technology platform for sharing papers with Board and Committee, ensuring appropriate access rights
- Support administrative and travel needs of governance post holders

## **Governance**

- Support the governance advisor and others in:
  - the process for electing post holders
  - updating the board skills matrix
  - obtaining annual declarations from post holders
  - ensuring compliance with governance policies and procedures
  - organising and conducting post holder inductions
  - ensuring post holder reviews are conducted and recorded
- Support the governance advisor and others with the Annual General Meeting:
  - Supporting the motions processes
  - Support the development of the AGM agenda for Board approval
  - Support publishing the AGM agenda and papers in line with requirements
  - Work with the events team to ensure the AGM is delivered effectively
  - Support Managing the voting mechanism
- Maintain a central register of key governance documents and ensure that they are easily accessible to both senior staff and governance post holders
- Dealing fully with all company secretarial administration of incoming and outgoing Governance Officer Holders including declarations, due diligence checks, system access, statutory registrations, companies house and charity commission updates, etc.
- Support administrative duties for the Returning Officer
- Manage the election software provider

## **Chief Executive Support**

- Manage the CEO diary, and ensuring the CEO has appropriate papers, packs and briefings for meetings
- Perform admin support for EMT meetings; agendas and paper production process, logging and tracking actions and decisions taken
- Manage the all staff meetings; work with EMT to determine agendas and then oversee meeting delivery
- Supporting workflow management, including action trackers
- Provide project administration and management support to CEO projects
- Supporting CEO event planning and delivery
- Manage CEO and Board representation at events, working with others in the management of the events tracker for CIEH representation
- Support compliance with delegated authorities
- Support inbox and task management
- Manage all travel bookings and arrangements

## **General**

- Lead or support process improvement projects where they have a role in the process.

- Responsible for face to face meeting arrangements; room booking, travel, catering etc.
- Manage related election, event and travel budgets
- Support business continuity plan management as appropriate
- Comply with all CIEH policies and procedures
- Undertake duties required by the CEO as appropriate

Undertake such other reasonable duties as required in accordance with the jobholder's position and status.

### **Person Specification:**

#### **Essential experience and qualifications**

- Extremely good organisational and time management skills with an ability to prioritise tasks, manage multiple responsibilities, and meet deadlines efficiently
- Experience in providing high-level executive support to senior executives and boards
- Excellent verbal and written communication skills
- Excellent interpersonal skills with an ability to interact with any stakeholder at any level
- Experience in co-ordinating meetings and managing small projects including events

#### **Skills and personal qualities**

- Pro-active and flexible
- Can do approach
- Able to use initiative
- Attention to detail and accuracy

CIEH is an equal opportunities employer