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**Job Description – Executive Assistant to CEO**

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| **JOB TITLE** | Executive Assistant to CEO |
| **LOCATION** | Mortimer Wheeler House, with flexibility required to travel and work at other MOLA locations as required |
| **DEPARTMENT** | Executive |
| **MOLA GRADE** | 2.2 |
| **HOURS** | 37.5 hours per week, 5 days per week (Flexible days of work between Monday to Friday). Flexibility with working hours will be required, and some out of hours work (see below). |
| **RESPONSIBLE TO** | The post-holder reports directly to the Chief Executive, and works closely with the Senior Leadership Team, wider Management Group and the board of Trustees. |
| **RESPONSIBLE FOR** | N/A |
| **OVERALL JOB PURPOSE** | To provide high quality executive assistance to the Chief Executive, ensure efficient functioning of the Executive Team, and play a key role in enabling effective governance of the MOLA London and MOLA Northampton Board of Directors and any associated Standing Committees |
| **KEY TASKS** | * Support to the CEO   + Point of Contact: Acting as a point of contact for the CEO ensuring the office runs smoothly and efficiently, liaising and coordinating with other members of the Executive and wider Management Group, the Board and other stakeholders; handling a range of conflicting priorities and ensuring the CEO’s office maintains an open and outward-facing approach   + Voice: Acting on the CEO’s behalf to ensure excellent communications, liaising internally with colleagues and members of the Board as well as externally with clients and other stakeholders and turning the ‘gatekeeper’ function into a positive enabling role   + Strategic project co-ordination: Leading on specific projects or initiatives, under the direction of the CEO   + Research & drafting: Preparing briefing documents, carrying out research, preparing notes and presentations   + Diary & bookings: Managing the CEO’s diary, scheduling appointments and arranging travel itineraries; making bookings and purchases, arranging payments, maintaining simple budgetary records and liaising with the Finance team   + Correspondence: Handling calls, email and other correspondence * Supporting the Board and Executive team, corporate stakeholder meetings and events including development and fundraising events, and presentations and meetings with client groups   + Governance: Support the CEO in ensuring that governance arrangements are working in the most effective way; providing high-level governance and administrative support to the Board   + Meeting papers: Drafting and checking agendas, collating and circulating papers, keeping minutes, pursuing agreed actions   + Venue Management: Planning events and booking internal rooms and external venues   + Greeting: Meeting and looking after visitors and providing refreshments * Other   + Internal Communication: Helping to facilitate better internal communications across the organisation under the guidance of the Communications team * Health & Safety   + To work in accordance with the requirements of the MOLA Health & Safety Policy   Other duties as required |
| **SPECIAL CIRCUMSTANCES** | The role will require travel within and outside London including to other MOLA sites and offices; the role will also require flexibility with regard to working hours, with some evening and possibly occasional weekend meetings or events |

**N.B.** This job description should not be taken as an exhaustive description of the role and is, rather, indicative of the types of responsibility covered by this job. Post holders will be required to carry out such other work as is required by MOLA as long as this is reasonable and commensurate with the nature of the post held.

Last updated: August 2019

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**Person Specification – Executive Assistant to CEO**

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| **ESSENTIAL** | **DESIRABLE** | **ASSESS METHOD** |
| **QUALIFICATIONS** | | |
|  | * Educated to degree level or equivalent | AF |
| **EXPERIENCE & KNOWLEDGE** | | |
| * EA Experience for a Chief Executive or Senior Director in a client-facing environment * Extensive experience and familiarity with Microsoft Office including PPT, Word and Excel | * Experience working with non-executive Boards * Line-manager experience * Experience of Adobe Acrobat, Union Square, familiarity with document version control * Interest in archaeology * Knowledge and awareness of charitable governance | AF/I |
| **SKILLS & COMPETENCIES** | | |
| * Outstanding written and spoken English communication skills, able to show careful attention to detail and the ability to copy edit * Ability to write accurate and clear minutes * Track record of discretion and maintaining confidentiality * Outstanding organisational abilities, with an aptitude for planning ahead and prioritising effectively * A professional, personable, positive, diplomatic and confident demeanour * An enthusiastic self-starter, able to take initiative * An understanding and appreciation of diversity in the workplace | * Experience of drafting correspondence on behalf of senior managers * Experience of researching and report writing * Experience of organising a range of small and large events | AF/I  (all) |

**Assessment Method Code:** AF – Application Form, T – Test, I - Interview