

**Sussex Archaeological Society
Job Description**

JOB TITLE: Executive Assistant

REPORTS TO: Chief Executive Officer

1. PURPOSE OF JOB

To manage and co-ordinate the CEO's diary, including organising meetings and sending e-mails on behalf of the CEO to ensure the efficiency and effectiveness of the CEO's office and acting as the focal point for communications with the CEO.

To provide a confidential committee administration service for all of the Society's Council meetings ensuring that agendas and minutes are prepared and that actions are followed up after the meetings to ensure progress is made. To ensure that meetings run as smoothly as possible.

2. PRINCIPAL ACCOUNTABILITIES

1. To provide comprehensive and proactive administrative support to the CEO, including, preparing computer-based documentation using a variety of software packages some of which will be confidential in nature to the organisation.
2. To provide a time management/diary service for the CEO, arranging and co-ordinating meetings and other appointments as required with a range of internal and external stakeholders, organisations and agencies, ensuring that adequate time is set aside for the CEO to achieve key tasks during each day.
3. To record Board and Committee meetings in the diary in advance and schedule adequate time to ensure the CEO's attendance and time to review papers.
4. To maintain an effective 'bring forward' system for collation of papers to ensure the relevant information is available, co-ordinating and preparing papers in advance, using initiative to undertake research on specific topics, obtaining and providing other information as required, ensuring that all follow-up actions are completed and that the CEO is fully equipped for each meeting.
5. Be aware of deadlines for completion of reports and agendas for the Board and other committees to ensure these are met and that relevant people have progressed actions as required.
6. To facilitate committee meetings as required, booking venues, arranging any necessary equipment, preparing agendas, taking and circulating minutes, ensuring all relevant information is readily available and arranging refreshments.
7. To set up conferences as requested: book venues, arrange catering and equipment, invite speakers and delegates and prepare materials. Assist on the day with welcoming, registration and co-ordination of event to ensure the event runs smoothly and efficiently.
8. To deal with all incoming correspondence, including emails, using own initiative to decide priorities, taking action as necessary, including preparing responses to routine matters and filtering out e-mails which need to be passed to other staff to action.
9. To make travel and conference arrangements in a cost effective manner to make most efficient use of the CEO's time and department resources.
10. To develop and manage a wide range of new computerised records as they relate to the CEO's work, ensuring confidentiality and efficient retrieval of information at all times.

11. To be prepared to implement the Equalities Policy at all levels appropriate to the job and must at all times carry out duties with due regard to the Society's Equality & Diversity Policy.

The list of duties in the job description above should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Society reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

**Sussex Archaeological Society
Person Specification**

POST TITLE: Executive Assistant

ESSENTIAL CRITERIA

Job Related Education, Qualifications and Knowledge

- Comprehensive knowledge and understanding of relevant standard software packages e.g. Microsoft suite.
- In-depth knowledge and understanding of how a CEO office works and of implementing administrative processes and procedures.
- Demonstrable experience of servicing committee meetings including preparing agendas and minutes.
- Extremely well organised and able to prioritise tasks.
- Good understanding of the aims of the Society and our heritage sites.

Experience

- Demonstrable experience of providing personal assistant support at director level or above.
- Considerable experience of using relevant software packages for word processing, spreadsheets, databases and presentations.
- An experienced user of using email, the internet and intranet.
- Experience of taking and producing accurate agendas and minutes and collating information for a range of high level and complex meetings involving external stakeholders and Trustees.
- Experience of monitoring budgets.
- Experience of working on own initiative when undertaking more complex research and collating information and preparing briefing notes and reports in an accessible and relevant way.
- Experience of dealing appropriately with sensitive and confidential issues/information.
- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Society's Equality & Diversity Policy.

July 2021