

EXECUTIVE ASSISTANT – WORLD NETBALL

Overview

An exciting opportunity has arisen for an experienced Full-Time Executive Assistant to support the Chief Executive, President, and the Board of World Netball. We are looking for a highly organised, professional, and committed Senior Executive Assistant who will hold full responsibility for providing a comprehensive, high quality support service, ensuring the efficient and effective organisation of the Board and Chief Executive's work. To undertake this role, you will need to be a team player, completer finisher with strong communication skills and exceptional attention to detail.

The role will involve extensive contact daily with a wide range of people, both internal and external to the organisation. A confident pro-active approach is required, and the post-holder will sometimes be required to work under pressure to meet tight and demanding deadlines, whilst also ensuring accuracy and strong attention to detail.

The post holder will report to World Netball's Chief Executive Officer based in MediaCityUK, England, however we're open to this role being partially home based or fully office based.

Job Purpose

To deliver executive support to the CEO, President & World Netball Board in line with World Netball's values of excellence, teamwork, heart, integrity, courage, athletes & leadership. You will strongly contribute to increasing their productivity and ensure the CEO and Board maximises their time on strategic tasks to support World Netball's Mission to create a better world through netball and achieve core objectives 'To Grow, To Play, To Inspire' through the game of netball.

Responsibilities

- Provide effective and efficient support to the CEO, President and World Netball Board.
- Provide administrative support including the preparation of reports and agendas, taking confidential minutes, electronic distribution of papers and ensuring appropriate company records are well maintained for the Board of Directors.
- Support the Chief Executive and Accountant (also Head of Governance) with delivering good governance requirements.
- Maintain the Board's Electronic Folder area with up-to-date papers, policies, and relevant information for sharing with Directors and Committee Members.
- Provide line management to World Netball's administrator and cover their duties in absence.

- Support the Director induction process and maintain the upkeep of the Board's Induction Manual.

Diary and Travel Management

- Assess the importance and urgency of requests for time with the CEO/President and diarise as appropriate, ensuring the most efficient use of time and availability.
- Consider the impact of meetings on other elements of the CEO's day and plan accordingly.
- Maintain a good knowledge of World Netball's Strategic Plan to understand priorities for the CEO and President.
- Run focused weekly update meeting with the CEO and secretariat staff to ensure commitments and workload are fulfilled.
- Respond to all requests in a professional, courteous, and timely manner.
- Arrange all travel, hotels and papers for the CEO, President & Board in a timely way whilst also maintaining agreed budgets.

Communications & Correspondence

- Be the first point of contact for incoming emails, letters and telephone calls for the CEO and President and process or redirect as appropriate whilst ensuring all communications are carried out in a professional, courteous, and timely manner.
- Compile communications for the CEO and President and ensure that they are distributed to the relevant audience and through the relevant channel i.e., email, website, social media.
- Research, prioritise and follow up on incoming issues and concerns, including those of a sensitive or confidential nature, determining the appropriate course of action, referral, or response.

Meetings & Event Management

- Arrange meetings: circulate schedules and manage co-ordination of diaries to ensure all necessary attendees are available and their commitments are fully communicated.
- Meet requirements of the timetables for sending out meeting papers to ensure all deadlines are met.
- Prepare the agenda, papers and take the minutes of the meetings from recordings for:
 - World Netball Board & Board Committees (including Audit & Risk, Governance, Nominations and Commercial)
 - World Netball Congress
- Organise the World Netball Congress (and any Extraordinary General Meetings) and ensure that they are conducted in line with the Memorandum and Articles of Association within the necessary timescales. Ensure delegates receive the information required to participate fully in the proceedings and elections are managed effectively and fairly.

This list is not to be regarded as exclusive or exhaustive, as there may be other reasonable duties and requirements associated with the post, which World Netball may call upon the post-holder to perform from time to time.

Skills and Experience

Essential:

- Previous and proven experience as an Executive Personal Assistant at CEO/Board level
- Advanced IT and keyboards skills and knowledge of MS Office 365 applications including Excel and PowerPoint, and utilising Zoom, the internet, and web-based databases
- Knowledge of Board Information/Reporting Systems
- Excellent minute taking skills
- Strong organisational skills and time management with evidence of relevant techniques and understanding of project management methodologies
- Experience of flexible working, comfortable with ongoing change and with ability to vary work patterns and prioritise tasks to meet the changing needs of the business as and when required
- Excellent written and verbal communication, administrative and organisational skills
- Natural ability to liaise and communicate with people at all levels with a high level of diplomacy and professionalism
- Empathy and experience in working with multi-cultural, multi-geographical settings
- Ability to prioritise and multi-task
- Ability to use initiative, with good problem-solving skills
- Educated to Degree level or equivalent
- An interest in sport, particularly netball

Desirable:

- Knowledge of French, Spanish, or German

Additional Information

Standard working hours are 9:00 to 17:00 although flexibility is required in order to ensure core objectives are achieved. International travel may also be required.

Salary

Salary in the range of £30-£35k, dependent upon experience.

Equal Opportunities

World Netball is committed to equal opportunities for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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