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| Job Title: | Executive Assistant  | Job Code: | EA |
| Department/Group: | Operations | Position Type: | Full-time (35 hrs per week, occasional evening/ weekends) |
| Location: | Home based  | Travel Required: | Some UK travel (access to transport required) |
| Level/Salary Range: | £30,000 – £35,000 p.a. | Position Length: | Fixed-term maternity cover (30 June 2026)  |
| Responsible for: | No line management responsibilities | Responsible to: | CEO |
| Liaison with:  | All TIAH staff, Defra and other Government departments, Consultation Group partners, suppliers and consultants, farmers and growers |
| Job Description |
| **Summary**The role holder will support all organisational operations in accordance with strategy and business plans to ensure organisational goals and objectives are met. It will ensure the overall smooth day to day operation of TIAH, including all compliance matters. It will include the responsibility for the full range of support activities to run TIAH and assist members of the Executive Team to ensure that they are able to deliver within their areas.**Role and Responsibilities*** Office and business management
	+ Support the CEO to manage consultant contracts related to finance, legal, HR, and insurance/benefits, and any other related consultant or service providers
* Support the Executive Team to oversee financial operations, management and reporting, including financial governance, budget management and annual audits
* Act as the main contact with external providers for accounts, payroll, banking, and audit
* Ensure compliance with relevant legislation and policies through adherence of the corporate calendar
* Support the CEO in providing governance oversight, implementing required governance and management systems
* Maintain and ensure compliance of policies and procedures, including Data Protection, HR and health & safety, and statutory requirements
* Support the Head of Membership in the role as GDPR Data Protection Officer, including maintaining the Business Continuity Plan
* Manage and maintain the asset, risk, & contract registers and RAID, benefit & learning logs
* People management
	+ Administration of the HR function, including induction, training, appraisals, and disputes
	+ Support with recruitment drives including drafting of job descriptions in coordination with the hiring manager, advertise jobs, schedule interviews and complete follow up communications
	+ Support the CEO and other Directors as Executive Assistant to ensure smooth delivery, including diary management, travel arrangements arranging external and internal meetings, email management, and drafting or sending out correspondence
	+ Provide support for the Company Secretary
	+ Conduct employee engagement activity
* Project management
* Support overall programme and defined projects, including risk management and reporting
* Support the Executive Team delivery activity with the strategy, including plans on a page and subsequent process
* Maintain updates on TIAH's project management software (Monday.com), assist with monitoring, support quality controls, and evaluation of project delivery
* Support the Executive Team to ensure grant spending and deliverables are met and reporting to funders, as key liaison point, specifically with Defra
* Produce reports and presentations as required for internal and external use
* Work closely with the TIAH team to develop project requirements, specifications, and project plans for the delivery of projects once approved by the Board, following TIAH processes
* Oversee and manage the planning and delivery of internal and external events and meetings, including assisting the Chair, preparing agendas and minutes, drafting papers, diary and venue scheduling, managing and communicating with attendees, and IT troubleshooting
* Commissioning management
	+ Support the Executive Team to oversee the commissioning lifecycle, including procurement, contract management, reporting of services and activities
	+ Support the Executive Team on grant funding, including identifying opportunities, writing, and reporting, specifically future bids to Defra and other funding bodies
* Industry and team engagement
* Keep abreast of offers from similar professional bodies and appraise for relevance/priority within TIAH scope and to feedback relevant improvement and development ideas
* Support the management of relationships of key stakeholders and CRM process
* Represent TIAH at meetings, conferences, talks and events where required
* Undertake any other responsibilities commensurate with the post that the CEO may require

**Qualifications and preferred skills*** Degree educated, preferably in agriculture or horticulture but not essential
* Strong organisational and administrative skills
* Practical experience with recognised project management methodologies and tools- specifically Monday.com
* Ability to juggle and prioritise multiple tasks while meeting deadlines within a collaborative team environment
* Experience working in an organisation dealing with multiple programmes and partnerships
* Ability to learn quickly and translate strategies into operational plans and bring order and focus to complex situations
* Good understanding of management and controls of finances, grants, and business compliance
* Excellent communication and organisational skills, with the ability to work to tight deadlines
* Strong writing abilities, ranging from summarising complex discussions to drafting emails and correspondence
* Experience of public procurement desired
* Experience of using online business software, setting up and maintaining administrative systems with a high level of digital competence
* Proficient in Word, Excel, and PowerPoint
* Experience of working with external stakeholders including Government and/or public bodies and an ability to build and develop peer-to-peer senior industry relationships
* Ability to work as a part of a team but be self-disciplined to work alone on a day-to-day basis
* Flexible approach to work, including the ability to recognise a need and act on it
* Purpose and outcome-driven, seeing work streams from inception to successful delivery
* Strategic and innovative thinking, able to develop long-term picture while supporting a small team to deliver short term results
* Attention to quality and client excellence

**Additional Notes*** Behaviour expectations: trust, efficiency, quality, expertise, can-do attitude, and affinity and understanding of TIAH’s aims and objectives
* Role holder is expected to be set up for remote working, including a dedicated safe workspace with adequate and secure internet connection and reception. Laptop provided
* Ability to travel within the UK required, including regular team meetings held in London and the Midlands
* Ability to work flexibly required, including occasional nights and weekends
* Role subject to review based on the needs of the new organisation
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| Applications will be considered on a rolling basis for immediate interview. Please submit your CV and covering letter (maximum 2 sides) to **recruitment@tiah.org** using the job title as the subject header. Applications without a covering letter will not be considered.  |

TIAH collects and processes certain types of data about job applicants and does so in line with data protection legislation. TIAH’s Privacy Notice is located on our website, for more information about the types of data processed and the reasons for the processing: [Privacy notice statement - TIAH](https://tiah.org/w/privacy-notice-statement).