

Job Title:	Executive assistant	Job Code:	EA
Department/Group:	Cross-departmental	Position Type:	Full-time (35 hrs per week) 9:00 – 17:00, 1 hour break (occasional evenings/ weekends may be required)
Location:	Home based	Travel Required:	Some UK travel (access to transport required)
Level/Salary Range:	Band 3	Position Length:	9 months fixed- term (possible opportunity for extension depending on securing future funding years.)
Responsible for:	No line management responsibilities	Responsible to:	CEO (Lined managed by Operations Manager)
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 act as the PA to the CEO and support the Operations Manager to carry out tasks and functions related to office and business management, people management, and commissioning.

Role and Responsibilities

1. Personal assistant to CEO
 - Provide support to the CEO with diary, travel arrangements, arranging external and internal meetings, email management, and drafting or sending out correspondence
 - Support the CEO and Operations Manager in tracking the implementation, evolution and reporting on TIAH's five-year strategy
 - Ensuring compliance by CEO and Board members
2. Support management duties
 - Work with the Operations Manager to carry out tasks and functions related to office and business management, people management, and commissioning.
 - Assist the Operations Manager ensuring governance and regulation / compliance requirements are met, including GDPR
 - Project management duties, including maintaining registers and Gantt charts, reporting, and document management
 - Manage events and meetings, including assisting the chair, diary and venue scheduling, managing and communicating with attendees, drafting papers, minuting and IT troubleshooting
3. Industry and team engagement
 - Assist any member of the TIAH team on agreed tasks and projects, for example undertaking desk-top research exercises

- Undertake any other responsibilities commensurate with the post that the CEO and Line Manager may require

Qualifications and preferred skills

- Degree educated desirable but not essential
- High level of digital competence, proficient in Word, Excel, and PowerPoint
- Strong organisational and administrative skills
- Ability to juggle and prioritise multiple tasks while meeting deadlines within a collaborative team environment
- Ability to interact comfortably and professionally with multiple stakeholders, ranging from colleagues to trustees to members
- 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
- 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 and ability to respond quickly, including the ability to recognise a need and act on it
- Attention to quality and client excellence with excellent attention to detail
- Ability to balance and flexibly work within matrix management
- Experience working in a support role is desirable

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 the Midlands and London
- Ability to work flexibly required, including occasional evenings, weekends and overnight stays
- Role subject to review based on the needs of the new organisation

Approved By:	CEO	Date:	01.07.2021
Job holder's name/ signature		Date:	
Line manager's name/ signature		Date:	

Date posted:	05.07.21	Contact:	recruitment@tiah.org
Posting URL:	www.tiah.org		
Applications Accepted By:	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.		