

# Job Description

## 1. Title / Grade

**Title:** Personal Assistant to Chief Executive and Chairman of the Board

**Salary:**  
£ Competitive salary plus Pension and Health Insurance

## 2. OVERALL PURPOSE OF THE JOB

The primary role of the Personal Assistant is to:

- use initiative to assist and support the Chairman and the Chief Executive in the performance of their responsibilities leaving them free to serve the Federation in the most efficient and timely way possible.
- proactively manage communication with and input from Board Directors and Member Bodies and provide support in achieving the strategic objectives of the BEF
- work as a key member of the administrative team and undertake discreet projects as required

## 3. SPECIFIC RESPONSIBILITIES

- Personal Administration

**Prioritise incoming correspondence and email traffic and respond** to those where the assistant is able to accelerate progress and reduce executive work load. Draft letters where it is helpful using his/her own initiative, and where appropriate respond on CEO's behalf

**Call meetings, prepare agendas, write and circulate the minutes/notes, monitor** and encourage the timely completion of action as required by the CEO

**Patron** Event planning for Patron and administrative support work in conjunction with Head of Secretariat

**Manage CEO's input to BEF Newsletter** ensuring progress in his work areas is adequately reflected ensuring recipients are correctly briefed

**Manage booking flights, travel arrangements, hotel reservations** and other related arrangements ensuring the highest levels of efficiency in the use of Chairman and CEO's available working day

**CEO and Chairman: Prepare expenses** on monthly basis

**Prepare BEF's corporate and other powerpoint presentations** having taken guidance from the Head of Marketing and Communications making adjustments where necessary for each presentation given by the CEO and other Executives

**Manage and coordinate diaries** to assist in executives' time management and arrange meetings

**Maintain single filing system** for all executives and over time move all BEF files to one system for the secretariat.

**Provide specific support to Executive Team** as required

- Board, Council, Quarterly Meetings of BEF Member Bodies' Chairs/CEOs and Board

**Monitor all actions** required of CEO by Council and Board and assist in the completion of tasks ensuring action taken in timely manner

**Guided by the CEO, generally keep Board informed** of matters of importance to them, keeping the Board supported especially in relation to meetings and request to directors for assistance.

**BEF Strategic Issues** – provide administrative/secretarial support to the individual projects as required and annual Strategic Plan Review Meeting

**Develop induction programme** for all new Member Body Chairmen, Member Body Chief Executives BEF Board Directors/ BEF Executives. Ensure all attend initial briefing session with CEO .

# Job Description

**Maintain** master Board Directors' briefing book and ensure all directors receive a copy of briefing book, on taking up post, for retention over duration of directorship. Maintain master files on behalf of each board member

- Member Bodies

**Liaise with 16 Member Body Chief Executives** over a wide range of issues, securing views of Member Bodies through consultation, being mindful of the role the Senior Executives have in this area, to support the development of policies upon which the CEO is working

- FEI

**FEI Officials:** Co ordinate FEI lists for judges, course designers, technical delegates, stewards and veterinary surgeons. Ensure FEI deadlines for submissions met and officials and disciplines receive FEI Bulletins. Advise disciplines where necessary on FEI rules regarding officials' lists

**FEI Pony Measurement:** Maintain name, address and telephone number list of veterinary surgeons eligible to measure ponies for FEI events. Dissemination of information to veterinary surgeons to include current rules, supplies of certificates. Answer queries from veterinary surgeons and competitors, or clarify with FEI.

**FEI General Assembly/Group/Committee meetings:** Dissemination of information to disciplines, co-ordination of their input. Preparation of briefs for delegates. Typing and despatch of reports.

- Other

**European Equestrian Federation ["EEF"]:** Administrative assistance to CEO as EEF Board Director. Hosting logistics when meetings held in GB. Dissemination of information to disciplines, co-ordination of their input to CEO. Note taking at EEF working groups if chaired by the CEO.

**The Saddlers' Company:** Prepare co-ordinated list from disciplines for presentation to the Saddlers' Company. Liaise throughout season with Saddlers' Company over changes to list and difficulties which may arise. Re-allocate vouchers if necessary. Maintain close contact with Saddlers' Company.

**Central Council of Physical Recreation:** Maintain files on : Major Spectators Sports, Outdoor Pursuits, Sport and Recreation and miscellaneous matter.

**BEF Medals of Honour and National Awards:** Any matter involving Medals of Honour and National Awards, including calling for nominations and arranging presentations of medals.

# Job Description

## 4. ACADEMIC REQUIREMENTS

- A level or equivalent
- Further education or equivalent experience

## 5. EXPERIENCE/SKILLS/PERSONAL CHARACTERISTICS

### Experience:

### Skills

- Maintain a high level of confidentiality
- Excellent verbal and written skills
- Excellent telephone manner
- Ability to work proactively and on own initiative
- Familiar with Microsoft office suite
- Ability to work in a multidisciplinary team of professionals and volunteers and to support their needs in a demanding environment
- Preferable but not essential: knowledge of equestrian sports

### Personal Characteristics

- Logical in thought and action
- Excellent interpersonal skills
- Personable
- Honest and trustworthy

## 6. REPORTING

**REPORTS TO:**  
Chief Executive Officer

**WHO REPORTS TO THE JOB HOLDER:**  
N/A

## 7. Employment Contract

- The post is subject to the employment rules of the BEF.
- The post holder will be based at the BEF offices
- Work hours are 35 hours per week.
- The post holder will undergo a 3 month trial period.
- The post is Lottery funded.
- Holiday entitlement is 23 days per year plus Public Holidays.
- Notice period is 1 month.