

# JOB DESCRIPTION

## EXECUTIVE ASSISTANT

JULY 2021

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Title:	<b>Executive Assistant</b>
Contract:	Permanent / Full time
Responsible to:	Director of Operations
Hours:	9.30 – 17.30 Monday to Wednesday; 9.00 – 17.00 Thursday;
	9.00 – 13.30 Friday
Salary:	£28,750 - £33,000 per annum Full Time Equivalent depending on experience
Location:	Kentish Town
Holiday Entitlement:	20 days, plus 8 bank holidays and Jewish Holidays when the office is closed

Applicants must have the right to live and work in the UK

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### **General Description:**

This post will be responsible for providing executive assistance to the President, Chief Executive and Senior Management Team, as well as general administrative support.

### **Key Tasks and Responsibilities:**

- Providing high level Executive Assistant support for the President, Chief Executive, Director of Public Affairs, Director of Finance and Director of Operations, to deliver the Board of Deputies objectives by effectively managing their day-to-day business, including proactive diary management, booking travel and accommodation as required and administration of their expenses.
- Planning ahead proactively for meetings for the President, Chief Executive, Director of Public Affairs, Director of Finance and Director of Operations, coordinating papers and meeting materials, collating agendas, taking minutes and following up actions as appropriate.
- Preparing and collating information for reports, presentations, spreadsheets, correspondence for the use of the President, Chief Executive, Director of Public Affairs, Director of Finance and Director of Operations.

- Drafting letters and emails for the President, Chief Executive, Director of Public Affairs, Director of Finance and Director of Operations, as required.
- Organising meetings/events, including venue, catering, invitations/RSVPs and guest care;
- Supporting the management of ongoing programmes;
- Liaising with internal and external contacts and meet and greet external visitors.
- Screening, prioritising, responding to and distribute incoming emails and telephone calls.
- Attendance at Board of Deputies meetings and events as required.
- Maintaining high levels of discretion, confidentiality and professionalism at all times.
- Carry out any other reasonable duties as requested by the Chief Executive and Director of Operations.

### **Person Specification:**

#### *Essential:*

- Strong communication skills, including assuredness when advising senior colleagues
- Significant experience of diary management for busy executives
- Well-organised with excellent time management, accuracy and prioritisation skills, particularly whilst working simultaneously on multiple items
- Ability to take initiative, work independently and take ownership of tasks
- Charm and an ability to deal with demanding situations
- A good ambassador for the organisation
- First-rate written and verbal communication skills
- Numerate
- Excellent IT skills – including Word, Excel, databases, email and mail merge
- High levels of discretion and maintenance of confidentiality
- A first-rate team-player, able to support other colleagues where necessary
- Ability to work cross-communally and connect with people from a wide range of cultural backgrounds
- Willing and able to develop new knowledge and skills quickly
- Commitment to ongoing personal development
- Commitment to the aims of Board of Deputies

#### *Desirable:*

- Knowledge and understanding of the Jewish community
- Interest in politics and public affairs
- Experience of events management

### **Additional Information:**

This role will require some work on evenings and weekends, and some travel around the UK This job description and person specification is not prescriptive; it merely outlines the key tasks and responsibilities of the post. The key tasks and responsibilities are subject to change. Any changes will be made in consultation with the post holder. This Job Description is subject to alteration in response to changes in legislation or Board of Deputies operational procedures.

**Closing Date:** 9.30am, Friday 30<sup>th</sup> July 2021. How to Apply: Please send a CV and covering letter, outlining how you meet the requirements set out in the person specification to [recruit@bod.org.uk](mailto:recruit@bod.org.uk) with the subject heading 'Executive Assistant'. Please also indicate where you heard about the job.