



## Job description

**Job Title:** Senior Executive Team and Governance Assistant

**Date:** October 2020

**Reporting to:** Director General [with a dotted line to 5 Directors]

### Overview

CIArb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 17,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CIArb works in the public interest through an international network of over 41 branches.

### Job Purpose

The role of the Senior Team Executive and Governance Assistant will provide support to senior management with organisation, scheduling, correspondence, meetings and any other tasks allocated. It will take the responsibility and ownership of office organisation, project management, deadline compliance, and important documents and files.

### Responsibilities:

#### Executive Assistant:

- Acting as a first point of contact for the Director General's Office; dealing with correspondence, phone calls and face to face visitors;
- Providing administrative support to the executive team and the President;
- Managing diaries, organising meetings and appointments for all Directors;
- Preparing meeting agendas, perform research for meetings, minute writing during meetings;
- Booking and arranging international travel, transport and accommodation for all Directors;
- Compiling and preparing regular reports, presentations and correspondence for all Directors;
- Organise media appearances and events where appropriate;
- Solve simple IT problems and contact the IT department when necessary
- Ensuring internal databases are updated regularly; Maintain electronic filing system, ensuring processes and software are up to date and in working order
- Manage projects and follow-up with team members where required
- Meeting and greeting visitors at all levels of seniority;
- Implementing and maintaining procedures/administrative systems;
- Liaising with staff, Board members and other members of the CIArb;
- Collating and filing expenses; and

- Miscellaneous tasks to support the executive team and the President.

#### Governance Support:

- Assisting with the organisation and planning for major events, i.e. Congress, presidential elections, etc.
- Arranging travel and accommodation for office holders and the Executive attending Congress/Board of Trustees meetings
- Providing admin assistance and support in respect of the Presidential and Trustee Elections which will mainly include the collation of email addresses for the ballot responding to queries regarding voting eligibility
- Assisting with the collation and distribution of meeting papers, where needed
- Assisting with updates to the database following Branch AGM's and follow up on non-compliance

This list is not exhaustive, and any other reasonable duties may be required.

#### **Skills and Experience:**

- Attention to detail
- Exceptional written and oral communication skills
- Excellent MS Office and general IT skills
- The ability to work under pressure and to tight deadlines
- Experience in the similar role supporting number of senior management team members
- Experience of governance administration
- Good organisational and time management skills
- The ability to research, digest, analyse and present material clearly and concisely
- Excellent interpersonal skills
- The ability to work on your own initiative
- Flexibility and adaptability to juggle a range of different tasks
- Discretion and an understanding of confidentiality

## **Summary terms and conditions**

<b>Contract:</b>	Permanent
<b>Salary:</b>	circa £46,000
<b>Annual leave:</b>	25 days holidays per annum pro rata plus UK bank holidays
<b>Pension:</b>	Minimum 8% employer contribution with minimum 2% employee contribution
<b>Healthcare:</b>	Private health care options through BUPA
<b>Life assurance:</b>	Company life assurance scheme
<b>Other Benefits:</b>	<ul style="list-style-type: none"> <li>• Season ticket loan</li> <li>• Cycle to work scheme</li> </ul>

- Perk Box (discount platform)
- Flexible working hours
- Social events e.g. Christmas party, summer party, International day, Charity events
- Weekly Fitness classes
- Weekly Yoga classes

**Location:** CI Arb Head Office, 12 Bloomsbury Square, London, WC1A 2LP

**Notes:** This post will be subject to background checks. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment.

## How to apply

To apply for this job opportunity, please send a CV and covering letter to [Careers@ciarb.org](mailto:Careers@ciarb.org)

Unfortunately, because of the volume of applications we are likely to receive we regret that we are unable to respond to every unsuccessful applicant. If we have not made contact with you within 2 weeks of the closing date you have not been selected for interview on this occasion.

**Closing date:** 13 October 2020