



Executive Assistant to the Chief Executive Officer (CEO) and the Chief Financial Officer (CFO)

Salary Range: £25,750 - £29,870 per annum

Location: UK Athletics Head Office, Alexander Stadium, Birmingham and time spend at the National Performance Institute, Loughborough

UK Athletics (UKA) are seeking an excellent Executive Assistant to support the UKA Chair, CEO, CFO, Board and the UK Members Council, through the provision of forward planning, issue management and the provision of excellent administration advice and guidance.

The postholder will be required to manage specific ad hoc administrative projects as directed by the CEO and/or CFO that improve the efficiency and effectiveness of UKA.

This exciting Personal Assistant role supports a number of key areas and duties, such as: budget spend and management; World Class performance appeal process administration; Board, UK Members Council, Committees and UKA Executive group administration.

The ideal candidate will demonstrate a successful career as a Personal Assistant with extensive administration experience. Operated in a similar sized organisation and complexity, while managing administration processes and enabled them to continually improve.

The candidate will also possess essential skills, such as: outstanding IT skills and familiar with all the current systems, advanced in Microsoft Word and Outlook; able to take and produce professional minutes of meetings; able to manipulate and produce PowerPoint presentations; confident in dealing with an executive team, Board members and key senior stakeholders.

This role will require travel to London for Board/Committee meetings.

The closing date for applications is Mid-night on Tuesday 30th April 2019.

Interviews to be conducted shortly after.

If you interested in applying for this role then please apply here at:

<https://ukathletics.postingpanda.uk/>

Equality, Diversity & Inclusion

As the nation's favourite Olympic and Paralympic Sport, UK Athletics embraces equality, diversity and inclusion both on and off the field of play where everyone can participate and we encourage job applications from suitably qualified and eligible candidates irrespective of their gender, ethnicity, religion, belief or sexual orientation. UK Athletics is a Disability Confident Leader and will guarantee an interview to any candidate with a disability who meets the minimum job criteria. Our core values; Respect, Accountability, Quality, Communication and Integrity are at the heart of everything we do and it is our aim to demonstrate a culture of inclusion to reflect the diversity of the sport.

In the result of high volumes of applications, UK Athletics reserves the right to close the vacancy ahead of the stated closing date - please apply early to avoid disappointment. We will endeavour to reply to all applicants but if you do not hear from us with two weeks of the closing date, then please assume your application has been unsuccessful on this occasion.