

Job title:	Personal Assistant
Reporting to:	Chief Executive Officer
Location:	Remote, with office space available two days a week. Occasional travel into London is required
Contract type:	Permanent – 0.6 FTE
Salary:	£31k to £35k (pro rata) (pension after 3-month probationary period)
Holiday entitlement:	28 days (pro rata), in addition to public holidays

About BSI

The British Society for Immunology (BSI) is a dynamic membership organisation and learned society, with a mission to drive scientific discovery and make a positive impact on health. With over 4,400 members and a remit across academia, industry, and healthcare in the UK and globally, we run many valuable initiatives, to connect our community, champion career development for our members and to catalyse change for the benefit of research, clinical delivery, and public health.

Driven by our values and behaviours, we are a high performing, forward thinking and solution focussed organisation. We value teamwork and actively seek other opinions to ensure we can deliver to the highest standard as well as commit to reflecting upon our work to ensure a continual improvement culture. We welcome applications from individuals who are inspired by our values and behaviours.

Purpose of the role

The Personal Assistant (PA) supports the CEO and the wider Senior Management Team (SMT) to ensure the smooth and effective running of the senior tier of the organisation. They will provide high quality PA support across the SMT as well as providing information management support and often be the first point of contact for the CEO. They are also responsible for organising all the BSI's committee and group meetings.

This role is crucial to the effectiveness of the SMT and the organisation. The post holder will interact with the whole BSI team, the Board, BSI members and the wider immunology community. They will undertake a wide range of activities that are vital to the operation of the SMT, the BSI and its members, working with teams across the organisation as well as key external contacts.

Responsibilities

- To support the SMT to manage their time effectively through diary management and meetings. This includes responsibility for the CEO's diary and contacts and support email inbox management.

- To review all enquiries and information requests on behalf of the CEO responding or referring as appropriate with minimal direction.
- To manage and prepare written correspondence on behalf of the CEO, and wider SMT as appropriate.
- To book travel and accommodation for the SMT, committee members and others as required
- To set up and support team meetings, as required, preparing agendas, distributing papers, taking and circulating minutes.
- To be responsible for venue booking, lunch/dinner arrangements, agenda planning, collation of papers, taking minutes and ensuring actions are followed up for SMT meetings, as well as Board and committee meetings as appropriate.
- To act as the point of contact for all Board, committee administrative enquiries
- To support the CEO with Trustee inductions and other such appointments to BSI committees
- To support the BSI on governance matters including elections
- Lead and support projects as required.

Person specification

Essential

- Substantial PA experience supporting a Senior Management Team
- Substantial experience of diary and correspondence management
- Substantial experience of arranging and coordinating meetings and producing accurate and timely meeting minutes
- Substantial experience of working effectively with external stakeholders
- Shows a broad understanding and interest in science organisations and the willingness to champion immunology

Desirable

- Experience of analysing data and producing reports
- Experience of working for a charity is desirable
- Knowledge of GDPR and other organisational compliance issues

Skills and attributes

- The ability to communicate clearly exercising tact, diplomacy, persuasion, influencing and assertiveness
- Excellent interpersonal skills and confident approach with the ability to adjust tone in both speech and writing to deal with different kinds of people
- Ability to keep cool in all situations
- Strong level of IT literacy
- Rigorous attention to detail
- Excellent administrator
- Proactive, a self-starter but also able to work under direction and find appropriate balance, limits and boundaries in taking initiative
- A highly organised forward thinking individual
- Able to handle sensitive and confidential information in line with the Society's rules and policies.
- Ready to deal with new situations and to be solution focussed
- Positive and collaborative attitude across all aspects of work
- Exceptional customer service

The BSI is committed to the following values and behaviours. We welcome applications from individuals who are inspired by them.

BSI Values and Behaviours

We are:

Ambitious and committed

Evidence-based and responsible

Collaborative and inclusive

Agile and energetic

Ambitious and committed

Solution focussed
High performing
Forward thinking
Determined
Driven
Realistic

Evidence-based and responsible

Promoting science
Creating a platform for experts
Championing immunology
Act with integrity
Reflect and learn
Rigorous

Collaborative and inclusive

Compassionate and supportive
Fostering new partnerships
Valuing and seeking opinions
Open minded
Respecting and promote diversity
Communicate clearly

Agile and energetic

Courageous
Acting decisively
Flexible
Proactive
Enthusiastic
Empowering