Job title: Executive Assistant to CEO and SMT
Reporting to: Chief Executive Officer
Location: BSI Head Office, Holborn, London
Contract type: Permanent - 35 hours per week
Salary: £31-35K (pension after 3-month probationary period)
Holiday entitlement: 28 days, 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 promote excellence in immunology research, scholarship and clinical practice for the benefit of human and animal health. With over 3,500 members and a remit across academia, industry and healthcare in the UK and globally, we run several initiatives, such as meetings, journals and grant schemes, to boost the careers of our members and bring our research community together.

Purpose of the role

The Executive Assistant 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 and providing support to the Company Secretary to monitor the charity’s compliance with all regulatory and statutory requirements.

This role is crucial to the effectiveness of the SMT and the organisation. The post holder will interact with the most senior members of staff, Board, membership 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.

The specific purpose of this post is:

- To provide high quality PA support to the CEO and wider SMT
- To collect, analyse and interpret relevant information and correspondence on behalf of the CEO and SMT, and use initiative to take appropriate action
- To provide high quality support to the BSI Board, committees and groups
- To ensure that the BSI remains compliant with governance best practice
- To prepare reports, papers, presentations etc on behalf of the SMT for internal and external use
Responsibilities

- To support the SMT to manage their time effectively through diary management and meetings
- To be responsible for the CEO’s diary and contacts.
- To review all enquiries and information requests on behalf of the CEO responding or referring as appropriate with minimal direction.
- To manage and prepare e-mail and written correspondence on behalf of the CEO, and wider SMT as appropriate.
- To book travel and accommodation for the SMT.
- To set up and support team meetings, as required, preparing agendas, distributing papers and taking and circulating minutes.
- To contribute fully to all Board, committee and group meetings, undertaking planning, collation of papers, taking minutes and ensuring actions are followed up.
- To act as the point of contact for all Board, committee and regional and affinity group administrative enquiries
- To support the CEO with Trustee inductions and other such appointments to BSI committees
- To ensure the timely compliance with all requirements of the Charity Commission, Companies House and OSCR, and to maintain up-to-date records.
- To develop a wide range of knowledge of the organisation facilitating effective relationships across the team and membership and with external stakeholders including scientists, clinicians and senior representatives of research funding, governmental and other bodies.
- To establish and maintain logical filing systems (both electronic and print).
- Lead and support projects as required.

Person specification

Qualifications
Good educational standard, at least to ‘A’ level or commensurate vocational level.

Knowledge and experience
Substantial PA or EA experience
Substantial experience of diary and correspondence management
Substantial experience of arranging and coordinating meetings
Substantial experience of working effectively with a senior team in a complex organisation
Substantial experience of working effectively with external stakeholders
Experience of analysing data and producing reports.
Able to show a broad understanding and interest in science organisations
Experience of working for a charity is desirable
Experience of working across an organisation to support key processes
Knowledge of GDPR and other organisational compliance issues is desirable

Skills and attributes
Strong written and verbal communication skills exercising tact, diplomacy, persuasion, influencing and assertiveness
Excellent interpersonal skills and confident approach in dealing with a wide range of colleagues and stakeholders
Able to work on own initiative and as part of a team.
A highly organised individual with the ability to forward plan
Meticulous attention to detail
An excellent administrator
Able to handle sensitive and confidential information in line with the Society’s rules and policies.
Able to take accurate minutes, adhere to timelines and proof read
Fully proficient at intermediate level in the use of Microsoft office tools with Word and PowerPoint and Excel an added requirement