



Executive Assistant (EA) to Chief Executive

The Company

Experience Oxfordshire is the official Destination Management Organisation (DMO) for Oxfordshire. Experience Oxfordshire is the trading arm of the partner charity, the Experience Oxfordshire Charitable Trust, and are a not for profit partnership organisation that is committed to the promotion, management and development of Oxfordshire as a great destination to live, work, visit and do business. We work with businesses to grow and develop the visitor economy and to ensure that Oxfordshire is a leading destination for tourism, culture and business.

The Visitor Economy is vitally important to Oxfordshire. Each year we welcome over 29 million visitors to the County who spend over £2.1 billion in the local economy which supports over 37,000 jobs – 10% of all jobs across Oxfordshire.

Experience Oxfordshire is a Partnership Organisation who work with Partners who come from all sectors of the Oxfordshire economy including hotels, attractions, retail, events, transport, restaurants and local and national government and international trade organisations. We work with our Partners to collectively promote their products and services and grow the visitor economy across Oxfordshire through information provided in the Visitor Information Centre, marketing, media, travel trade and events.

Experience Oxfordshire generates the majority of its income from operating a range of commercial services which include: Oxford Visitor Information Centre, Oxford Official Walking Tours, Marketing, Conferencing, Partnership, Retail and Ticket sales.

For more information on Experience Oxfordshire go to:

www.experienceoxfordshire.org

www.experienceoxfordshire.org/partner

www.experienceoxfordshire.org/conferencing

The Role

To support the Chief Executive in the day to day management and organisation of the business as we embark on a period of significant growth. In order to be the successful EA for this role, you will have a solid background of providing EA support at a senior level. You will have a good working knowledge of all MS Office packages. With excellent organisational skills and the ability to multi-task, you will excel in this role. The ideal candidate will have great written and verbal communication skills and be able to liaise with a wide range of individuals on a daily basis. Confidentiality and discretion are an absolute essential part of the role. This is a busy and varied role involving management of various corporate projects, company contracts and office procedures to ensure the smooth running of a small yet busy office, so you must be able to work well autonomously and as part of a team.

Communication:

Internally: Chief Executive and Board Directors and all internal departments.

Externally: Experience Oxfordshire partners, stakeholders, press and travel trade, national agencies as appropriate.

Main Responsibilities;

- To provide comprehensive secretarial and administration service to the Chief Executive across a range of work areas.
- To maintain and organise the Chief Executives diary, filing system and all other relevant areas as necessary.
- To support the Chief Executive in projects, proposals and commitments through research, consultation and staff communication.
- To compile board papers and ensure they are distributed in appropriate time frames. Attendance at board meetings is required.
- To circulate reports, minutes and agendas for board meetings, committee meetings and stakeholders' meetings and develop and agree agendas.
- Liaison with the Chair and other board members on matters as required.
- Facilitate meetings to include arrangement of venue, refreshments, minute taking and follow up actions.
- Maintain accurate HR records and systems and liaise with external HR company.
- Liaise with external IT support on the development and maintenance of company systems.
- Maintain and review administration systems and data records.
- Oversee regulatory and compliance issues such as health and safety and fire risk assessments.
- Dealing with incoming email and post on behalf of the Chief Executive
- Managing administration of company secretary duties
- Screening phone calls, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Producing documents, briefing papers, reports and presentations
- Ensuring the CEO is well prepared for meetings
- Liaise positively and professional with colleagues, clients, suppliers and visitors.
- To be amiable, professional and approachable at all times.
- General Office Management duties as required
- To carry out all duties in line with Equal Opportunities policies in operation.
- To undertake any such duties commensurate with the post as may be required.

Further Details:

Responsible to: Chief Executive of Experience Oxfordshire

Direct reports: None

Location: Oxford Visitor Information Centre, 15 – 16 Broad Street, Oxford OX1 3AS.

Hours: 37.5 hours per week – *Please not this role is full time however for the right candidate a 30 hour working week would be considered.*

Salary: £22,000 - £26,000 per annum FTE depending on experience.

Application Details:

To apply for the role, email your CV and covering letter, stating why you are applying for the role and why you believe you are suitable for the role, to hayley.beer-gamage@experienceoxfordshire.org
Please note applications received without a covering letter will not be considered.

Person specification

Factors <i>*(AF = application form or CV, IV = interview, C = certificate)</i>	Essential or Desirable?	Assessment via *AF/IV/C
Education/Qualifications <ul style="list-style-type: none"> • Educated to GCSE/GNVQ level or equivalent by experience. • Educated to degree level or equivalent. • Relevant secretail/EA/administration qualification • IOSH or NEBOSH Qualification 	Essential Desirable Desireable Desireable	AF/IV/C AF/IV/C AF/IV/C AF/IV/C
Experience <ul style="list-style-type: none"> • At least five years' experience of working in an Executive Assisatant or similar role • Experience in dealing with a wide range of matters, sometimes of a highly confidential or commercial nature. • Experience managing and reviewing contracts and ensuring value for money services. • Experience of managing events • Experience of creating, ammending and uploading content using Content Management Systems (CMS) • Experience in developing and implementing new working processes • Experience of the hospitality, tourism and cultural sectors • Experience of working at board level with directors and trustees • Experience working with external stakeholders 	Essential Essential Essential Desireable Desirable Essential Desireable Essential Essential	AF/IV AF/IV AF/IV AF/IV AF/IV AF/IV AF/IV AF/IV
Skills/Knowledge <ul style="list-style-type: none"> • Strong IT skills in Microsoft Office (including Word, Excel, Powerpoint, Outlook, internet, website) • Excellent oral and written communication skills • Knowledge of the tourism and cultural sectors and awareness of the key issues facing organisations in these sectors. 	Essential Essential Desirable	AF/IV AF/IV AF/IV

