

<b>Job Title:</b>	<b>Executive Assistant to Executive Director- Corporate Communications</b>
<b>Department:</b>	Corporate Communications
<b>Reporting To:</b>	Executive Director – Corporate Communications
<b>Hours:</b>	35 hours, Mon – Fri – 9 a.m. to 5 p.m.
<b>Location:</b>	St. Andrews
<b>Contract:</b>	Full time - Permanent

### Job Purpose

The R&A is the governing body responsible for the Rules of Golf worldwide (excluding the USA and Mexico), staging The Open and the development of the sport. The R&A is recruiting an Executive Assistant to support the Executive Director of Corporate Communications. This newly created position at the governing body's offices in St Andrews will be a full-time, permanent role within the busy Corporate Communications department. Providing high level administrative support to the Executive Director and the team, the Executive Assistant will be responsible for organising meetings, booking travel and accommodation, diary management and providing administrative support at events including The Open.

The Executive Assistant will also be required to support the work of the department in areas such as media accreditation and monitoring, organising employee communication events, delivering the new R&A brand and co-ordinating external projects.

The ideal candidate will have experience of working in a similar role and will be highly organised, diligent with an excellent eye for detail and used to acting with discretion. An interest in golf and sport is advantageous.

### Job Description

#### ROLE AND RESPONSIBILITIES

Core responsibilities are:

- Provide support to the Executive Director, and as directed, to other members of the Corporate Communications team
- Anticipate requirements for meetings (both internal and external) – i.e. organise papers, produce agendas, background information, etc.
- Organise meetings as requested, including preparation of papers, briefing materials, taking minutes and creating presentations. Ensure all details are accurate, on time and within budget
- Attend some meetings and events, with the ED and/or team members, including off-site (eg The Open, the WBO, meetings media and with golf industry partners)
- Arrange all travel and associated documentation for the members of the team, who travel regularly
- Extensive diary and inbox management - read and analyse incoming correspondence and prioritise and distribute/respond accordingly.
- For both the ED and the Director of Communications, complete monthly and ad-hoc expense claims ensuring they are within given timescales and recorded and coded correctly.
- As directed by the ED, provide support to the Corporate Communications management team in:
  - media accreditation and media monitoring
  - organising employee communications events
  - ensuring that the R&A brand is correctly implemented
  - co-ordinating project-based work.
- Interact with external clients.
- Take dictation (desirable) and produce minutes with a high level of accuracy.
- Develop and carry out an efficient documentation and filing system.
- All other reasonable duties as and when directed by the Executive Director.

#### QUALIFICATIONS AND EXPERIENCE

- Previous experience in a similar role is essential.

- Proficiency in the use of the full Microsoft Office suite, including Excel and PowerPoint, is essential.

## **SKILLS**

In addition, the successful candidate will require:

- Excellent IT, administrative and organisational skills.
- Excellent team working skills.
- High levels of accuracy and attention to detail.
- Excellent interpersonal skills with the ability to communicate effectively and professionally, both in writing and verbally, with people at all levels.
- Ability to multitask and prioritise, taking responsibility for their own workload.
- Confidentiality, discretion and initiative.
- Excellent workflow management.
- Willingness to develop and enhance knowledge and skills.
- Always prepared to 'go the extra mile' in delivering service on time and to the highest standards
- Must be prepared to work outside normal office hours, including weekends as and when required.

**To apply for this vacancy, please send your CV and covering letter, stating your salary expectation, to Caroline Lee – [recruitment@randa.org](mailto:recruitment@randa.org) prior to the closing date of Tuesday 11 December 2018.**