

<b>Job Title:</b>	Executive Assistant to Executive Director- Corporate Communications
<b>Department:</b>	Corporate Communications
<b>Reporting To:</b>	Executive Director – Corporate Communications
<b>Hours:</b>	35 hours per week / Mon – Fri (9am to 5pm)
<b>Location:</b>	St. Andrews - a period of homeworking due to current government guidance is to be expected
<b>Contract:</b>	Full time - Permanent

### Job Purpose

The R&A runs professional championships including The Open, The Senior Open and the AIG Women's Open, elite amateur events, international matches and rankings. The R&A, through R&A Rules Ltd, governs the sport worldwide, outside of the United States and Mexico, on behalf of over 36 million golfers in 143 countries and with the consent of 157 organisations from amateur and professional golf. The R&A is at the forefront in modernising the sport and making it more relevant to today's society.

The R&A's purpose is to make golf more accessible, appealing and inclusive and to ensure it is thriving 50 years from now. The Corporate Communications team is at the centre of delivering the profile to support that purpose.

The R&A is recruiting a permanent, full-time Executive Assistant to provide high-level support to the Executive Director – Corporate Communications. The role presents an excellent opportunity for a candidate who wishes to use their administrative skills not only in supporting a senior executive but also to take on wider communications project responsibilities. This role requires a high level of organisation and attention to detail, with the utmost confidentiality. The successful candidate will be able to use their initiative, adopt a proactive approach and display sound judgement at all times.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Provide support to the Executive Director, and as directed, to other members of the Corporate Communications team including, but not limited to:
  - Extensive diary and inbox management - read and analyse incoming correspondence and prioritise and distribute/respond accordingly.
  - Arrange all travel and associated documentation for the members of the team, who travel regularly.
  - For both the Executive Director and the Director of Communications, complete expense claims ensuring they are within given timescales and recorded and coded correctly.
- Maintain and provide quality support for committees and other meetings (internal and external):
  - Organise meetings as requested.
  - Anticipate requirements (i.e. research and provide background information, arrange travel etc.).
  - Prepare papers, briefing materials and presentations, ensuring all details are accurate, and distributing these in a timely fashion.
  - Take dictation (desirable), produce and distribute minutes with a high level of accuracy.
  - Track committee/meeting budgets and ensuring these are adhered to.
- Attend meetings and events, some off-site, with the Executive Director and/or team members.
- For R&A championships, be part of a media services team within a Media Centre (e.g. The Open, the AIG Women's Open, Amateur Championships).
- Provide support to the Corporate Communications management team, as directed by the Executive Director, including:
  - Media accreditation and media monitoring.
  - Organising employee communications events.

- Ensuring the R&A brand is correctly implemented.
- Co-ordinating project-based work.
- Interact with external clients.
- Develop and carry out an efficient documentation and filing system.
- Assist and support on various Communications projects.
- All other reasonable duties as and when directed by the Executive Director.

## **QUALIFICATIONS AND EXPERIENCE**

### **ESSENTIAL**

- Previous experience in a similar role supporting senior executive staff.
- Proficiency in the use of the full Microsoft Office suite, including Excel and PowerPoint.

### **DESIRABLE**

- An interest in Communications or experience of working within a Communications team.

### **SKILLS**

In addition, the successful candidate should:

- Have excellent IT, administrative and organisational skills.
- Have excellent team working skills.
- Demonstrate high levels of accuracy and attention to detail.
- Have excellent interpersonal skills with the ability to communicate effectively and professionally with people at all levels.
- Have a proactive approach to problem identification and solution.
- Have the ability to multi-task and prioritise, taking responsibility for their own workload.
- Have a respect for confidentiality, discretion and taking the initiative.
- Display excellent workflow management.
- Be willing to develop and enhance their knowledge and skills.
- Always be prepared to 'go the extra mile' in delivering service on time and to the highest standards.
- Be prepared to work outside normal office hours, including weekends as and when required.

### **OTHER INFORMATION**

- This role will involve occasional travel within Great Britain and Ireland, with the potential for some international travel.

*Please note that we are unable to provide sponsorship for a work visa so candidates should ensure they already have or are able to obtain the right to work in the UK before applying.*

*To apply for this vacancy, please send your c.v. and covering letter, stating your salary expectations to Shanice Sharp – [recruitment@randa.org](mailto:recruitment@randa.org) by the closing date of midday on Friday 5<sup>th</sup> March. We may close this vacancy before the closing date should we receive sufficient applications.*

### ***How your information will be used***

*In order to progress your application, for administrative purposes, The R&A will record, keep and hold the personal data which you have provided in this application stored in our Human Resources files. Your data will not be transferred to any third parties outside of The R&A group companies. If your application is successful, The R&A will hold this data as part of your employee record which will be stored on the basis of our Privacy Policy at <https://www.randa.org/Footer/Privacy-Policy>. In the event that your application is unsuccessful, we will hold the application form and the data contained for three months in case of a future vacancy which we may invite you to apply for, following which we will delete it. If you have any questions about The R&A's use of your data, please contact us at [privacy@randa.org](mailto:privacy@randa.org).*

This job description is written as an indication of the nature and scope of duties and responsibilities. It is not intended as a fully descriptive or definitive list and jobholders will be expected to carry out other duties assigned which are appropriate to the position.