

**Job Title:** Executive Assistant to Executive Directors  
**Reports To:** Lead Executive Assistant  
**Level:** 7

### JOB PURPOSE

To provide a confidential high quality administrative support service to Executive Directors. The role covers a broad range of strategic diary and correspondence management and key administrative functions, ensuring the effective and efficient operation of business for busy senior leaders.

### JOB SPECIFICS

**Direct Reports:** Business Support Officer (s)  
**Location:** Homeworking/Hybrid working with travel 1-2 days per week, primarily to our London office but also to other Sport England locations including Bisham and Loughborough.

### KEY DUTIES AND RESPONSIBILITIES

#### **Diary and correspondence management**

- Provide comprehensive diary management to the Executive Directors, ensuring accuracy and attention to detail across all appointments, while sensitively managing competing stakeholders' priorities to ensure the smooth running of a busy day-to-day diary.
- Ensure timely preparation for upcoming meetings, include sourcing and analysing information as required; collating agendas, briefings, minutes and follow up actions and any other relevant papers to ensure the Executive Directors have sufficient time to prepare in advance and ensure the smooth running of all meetings.
- Supporting the strategic prioritisation of workload for the Executive Directors. Understanding their priorities and the interconnectivity of a complex diary while scheduling meetings in accordance with business need; identifying urgent matters swiftly and proactively, drawing in support from the team where needed.
- Act as a 'gateway' for Executive Director engagement with directorates, applying critical thinking and creative problem-solving to diary management and forward planning for the Executive Directors: pre-empting what is ahead and drawing in support as needed while managing expectations.

#### **Line Management**

- Provide day-to-day guidance and support to direct reports to ensure effective delivery of directorate administrative services.

- Promote a culture of integrity, inclusivity and continuous improvement for self and team by role-modelling inclusive behaviours.
- Build a positive, inclusive working environment that supports staff wellbeing and psychological safety.
- Set clear performance expectations, conduct regular performance reviews with direct reports.
- Encourage professional development through coaching, mentoring, and identifying learning opportunities.

### **Administrative Support**

- Regular liaison with Executive Directors to ensure alignment on priorities and to follow up on key actions.
- Coordinate and support Board and Committee preparations including coordination of paper submissions.
- Liaise with internal and external stakeholders on behalf of the Executive Directors, maintaining strict confidentiality at all times.
- Manage Executive Directors' monthly expense reports, annual leave, gifts and hospitality register, governance caddy and other administrative systems as required.
- Pro-actively arrange travel and accommodation for the Executive Directors ensuring compliance with the T&S policy and dealing with any amendments.
- Represent and advocate for the Executive Directors, gathering insight from across the organisation, keeping them informed and advising where appropriate.
- Provide Executive Assistant cover to other Executive Directors during periods of absence and provide a detailed hand-back upon their return.
- Champion the effective and responsible use of approved AI tools to enhance executive support and team productivity, sharing best practice with colleagues.
- Work flexibly to carry out any other duties where directed and capacity allows, including ad-hoc administrative support as needed
- Follow and implement organisational policies and procedures (e.g. Health and Safety, Procurement).

### **Event management & Coordination**

- Oversee the planning and execution of internal and off-site events, supporting direct reports to complete tasks including, but not limited to, selecting suitable venues, booking rooms, sending out communications and arranging refreshments.
- As part of the directorate operations planning team, contribute to directorate days, including content, organising venue/speakers etc.

### **Governance & Secretariat Support**

- Provide ad-hoc assistance to the Secretariat team with Board and Committee meetings including logistics, materials and ad-hoc administrative duties
- Support the Secretariat team with meeting and greeting board members and external stakeholders if required.

## **JOB REQUIREMENTS AND PERSON SPECIFICATION**

### **Essential Skills, Knowledge and Experience**

- Experience of providing Personal Assistant support, with a proven track record of managing a busy office or senior decision-maker.
- Experience of complex diary management, including balancing conflicting priorities, external and internal stakeholders and making travel arrangements.
- Previous experience of coordinating administrative systems and processes across a number of associated functions.
- Advanced IT skills and knowledge of all MS Office applications including Outlook and Microsoft Teams and Copilot.
- Excellent attention to detail, strong written and oral communication skills, and the ability to effectively interpret and communicate complex and sensitive messages at a high level.
- Previous experience of successfully building and managing effective relationships, and effectively influencing at all levels.
- Strong time management and organisational skills, with an ability to prioritise workload and meet deadlines.
- Ability to exercise discretion, professionalism and confidentiality at all times.

## **Values**

Commitment to the **Sport England values**:

- **Ambitious** – Determined in pursuit of our goals, prioritising work and partnerships that will most advance our mission, help us succeed and make a positive impact on our nation.
- **Innovative** – Curious, optimistic, and relentless, we question established ways of working and learn from each other and from our experiences.
- **Inclusive** – Harnessing our collective strength and respecting difference to create the conditions for everyone to engage and to excel.
- **Collaborative** – One team, committed to delivering together and working with others to make a difference to people's lives.