

## Job Description

**Job Title:** Strategy and Secretariat Team Assistant  
**Level:** L7  
**Directorate:** Strategy, Insight and Performance  
**Reports to:** Strategic Lead, Corporate Governance (Head of Secretariat)  
**Location:** Home / hybrid-based with travel to London or other Sport England offices for regular meetings as and when required.

### Job Purpose

A key supporting role within the Strategy and Secretariat team at Sport England. The role provides secretarial and administrative support across Sport England's main corporate governance structures (ELT, Board, Committees and Subsidiaries) by proactively coordinating and planning diaries, booking meeting rooms, processing expenses and travel arrangements along with the compilation of correspondence and documents where necessary.

You will work with senior leaders to schedule forward plans, draft agendas, commission and circulate papers, and provide guidance to authors. You will also attend meetings to oversee logistical arrangements and support with minute taking and recording of actions as required.

### Dimensions

**Direct Reports:** None  
**Budget:** None  
**Key contacts:** Board and Committee members, Senior Leadership Teams and PA group

### KEY DUTIES & RESPONSIBILITIES

% Time

<b>Corporate Governance: Meeting arrangements and delivery</b> <ul style="list-style-type: none"> <li>Plan and produce forward meeting schedules, dates and logistics with the Secretariat Team and lead officers.</li> <li>Support the Strategy and Secretariat Team to produce and collate papers and reports that enables effective and timely decision-making.</li> </ul>	70%

<ul style="list-style-type: none"> <li>• Co-ordinate logistical arrangements for meetings (including remote/hybrid), facilitating meeting technology, and ensure suitable meeting rooms are booked with catering arrangements as appropriate.</li> <li>• Take minutes or action notes of meetings as required.</li> <li>• Act as primary point of contact with Board and Committee members on issues related to travel, expenses, etc.</li> <li>• Ensure meetings run efficiently, effectively, and in line with Sport England's governance arrangements.</li> <li>• Develop and maintain effective working relationships with Chairs, members, lead officers, ELT members, PAs and contributors to meetings.</li> </ul>	
<p><b>Administration</b></p> <ul style="list-style-type: none"> <li>• Maintaining and processing records of meetings and correspondence systematically and efficiently with due regard to both operational need and data security.</li> <li>• Assisting colleagues requesting information about meetings in the Governance framework, including Board, Committee and Executive Leadership Team activity, actions and decisions, including collation of data required for the Sport England Annual Report.</li> <li>• Providing specialist secretariat advice to colleagues (updating internal communication channels) to continually improve Sport England's understanding of the corporate meeting structure, purpose and decision-making processes and practice</li> <li>• Support the Strategy and Secretariat Team on strategic and operational work areas and projects as required, including supporting the collation of data from across the business to support the Performance Framework.</li> </ul>	20%
<p><b>Other Duties</b></p> <ul style="list-style-type: none"> <li>• Undertake relevant mandatory training.</li> <li>• Work flexibly to carry out any other duties, including organisational wide projects as required, that are within the colleague's skills and abilities whenever reasonably required.</li> <li>• Follow policies and procedures in relation to other matters e.g. Health &amp; Safety, Procurement and Financial control.</li> </ul>	10%

## **Person Specification**

### **Essential**

1. Excellent organisational and time management skills demonstrating the ability to prioritise, manage multiple priorities and meet deadlines.
2. Very good written and verbal communication skills, with the ability to present complex information in a clear and concise manner.
3. Experience of co-ordinating multiple diaries across a large team or small to medium sized business.
4. Ability to minute meetings including action items.
5. Ability to build effective relationships with stakeholders at all levels, both internally and externally.
6. Ability to work independently using own initiative, whilst also working as part of a small team to support achievement of priorities.
7. Experience of working on confidential and sensitive activities, with tact and discretion.
8. Experience of working with MS Teams and basic MS Office (Outlook – email and calendar functions, Word, Excel, PowerPoint etc).

### **Desirable**

1. Demonstrated knowledge and experience in a similar role with a focus on corporate governance, preferably within the public sector or regulated environment.
2. Understanding of Sport England's purpose and aims.