

**BUSINESS  
LDN**



**JOB DESCRIPTION  
EXECUTIVE ASSISTANT & BOARD SECRETARIAT**

# EXECUTIVE ASSISTANT & BOARD SECRETARIAT

Reporting to	Head of HR & Operations
Team	Operations
Contract Type	Permanent
Working Pattern	Full Time
Salary	£50,000

We're delighted you're considering joining us at [BusinessLDN](#). We offer a fantastic place to work with plenty of employee-focused benefits along with a flexible and inclusive working environment.

## ABOUT THE ROLE

Working across the organisation, this role provides high-level administrative and strategic support to the Leadership Team and assists with the delivery of BusinessLDN's corporate governance. It provides the crucial interconnection between the CEO, Deputy CEO, the Chief Commercial Officer, the Board of Directors and other key stakeholders to execute the Business Plan priorities.

## ABOUT THE CANDIDATE

The individual will need to be a team player who is both highly consultative and decisive. You will be an analytical thinker, have the ability to ask "why" and "so what?" and demonstrate discretion and trustworthiness as you will often be party to confidential information. You will be required manage extensive and complex diary needs, draft agendas, co-ordinate briefings and prepare minutes and will therefore require a powerful, convincing communication style, including strong written and presentation skills.

## ABOUT BUSINESSLDN

At BusinessLDN, our mission is to make London the best city in the world in which to do business, working with and for the whole UK. We work to deliver the bigger picture, campaigning to tackle today's challenges and to secure the future promise of London. We harness the power of our members, from sectors that span the economy, to shape the future of the capital so Londoners thrive and businesses prosper. We support business to succeed — locally, nationally, globally. We link up with other cities around the UK, to ensure the capital supports a thriving country. We campaigned for the creation of the office of London Mayor and Transport for London, for the Elizabeth Line, for congestion charging, we incubated Teach First and the UK's largest annual jobs and careers fair, Skills London.

## KEY RESPONSIBILITIES FOR THIS ROLE

### Executive Assistant

- Expertly co-ordinate complex scheduling and extensive diary management of the Leadership Team with members, stakeholders and potential new members at senior level.
- Work with the Comms team to manage public speaking engagements at BusinessLDN events and other external events such as conferences.
- Assist with the drafting of briefings, reports and related presentations for both internal and external meetings.
- Arrange for emails to be sent, including mail merges, and act as a proxy and gatekeeper.
- Manage the Leadership Team's regular review meetings including Performance Reviews.
- Support management of strategic priorities and help identify areas where the Leadership Team should direct their focus.
- Management of LT meetings, including co-ordination of agendas, and the preparation of minutes and actions and following up when required.
- Undertake other typical EA tasks such as preparing expenses etc.

## Governance

- Delivery of an effective governance service to BusinessLDN, its Board and Committees.
- Timely and accurate management of Board and Committee meetings, ensuring their focus supports delivery of the organisation's business priorities.
- Draft, develop and revise governance related documents as required including agendas, board and committee papers and the annual financial statements.
- Management of the Annual General Meeting (AGM).
- Manage and support the appointment, induction and on-boarding of new members of BusinessLDN's Board and Committees.
- Continually manage and develop the role of individual Board members as ambassadors, advisors and supporters of business development and commercial strategy.
- Develop and execute organisational governance reviews as required.
- Assist with the development and implementation of governance priorities for the annual business plan.

## WHAT WE'RE LOOKING FOR

Criteria	Essential	Desirable
Evidence of strategic and analytic thinking	✓	
Demonstrate a powerful, convincing communication style with the ability to draw information from various sources, including strong written and presentation skills	✓	
Be a team player who is both highly consultative and decisive	✓	
Establish strong credibility based on honesty, consistency, discretion and trust	✓	
Utilise big picture business thinking; provide vision and think creatively and innovatively	✓	
Knowledge of the issues facing businesses in London		✓
Proficient in all Microsoft Office applications		✓
Demonstrates superior judgement to mitigate risk		
Demonstrates ability of quality control, the confidence to challenge		✓