



JOB DESCRIPTION: Executive Assistant

Department	Operations
Contract	Permanent Contract
Report line	Senior Management Team
Remuneration & Benefits	<ul style="list-style-type: none"> • Competitive salary • 25 days holiday, plus bank holidays • Complimentary match tickets • Private Medical Insurance and Health Cash Plan • Free onsite parking at all sites • Discount schemes with local partners • Cycle to Work Scheme • Workplace Pension Scheme
Working Hours	<p>40 hours per week. Whilst this role will predominantly be during the week, there will be an expectation to work some unsociable hours, evening, and weekends.</p> <p>A flexible attitude to working hours will be essential for this role.</p>
The Role	<p>Swansea City AFC is recruiting for an experienced Executive Assistant to provide administration support to the Ownership and Senior Management Team.</p> <p>The role will require a high level of commitment and may require the individual to work outside standard working hours (including taking calls from overseas on various time zones), it is therefore essential for this role that the individual has a degree of flexibility regarding their working hours.</p>
Core Duties	<p>Assisting the Owners and Senior Management with various tasks, such as:</p> <ul style="list-style-type: none"> • Diary management of CEO and Senior Management Team • Organising meetings, greeting guests and minute taking when necessary • Providing administrative support to Owners, Directors, and CEO • Planning of owners and directors' visits • Coordinating travel and meeting schedules • Organising meetings for Senior Management Team, including room bookings, refreshments etc. • Organising travel arrangements for Owners and Senior Management <p>The role will also provide general administrative support to the Stadium Operations Team, this will include:</p> <ul style="list-style-type: none"> • Filing, scanning and shredding documentation • Assisting in match day preparation • Answer telephone calls / emails



	<ul style="list-style-type: none"> • Recruitment and onboarding of match day stewards • Printing accreditation • Distributing mail
General	<ul style="list-style-type: none"> • Follow all Club Policies, such as Equality & Diversity, Health & Safety, Safeguarding, Anti-Corruption & Bribery and GDPR. • Make suggestions to improve the working environment and contribute to positive employee relations within your area of work and Swansea City Football Club as a whole. • To take reasonable care for the health and safety of yourself and other employees and members of the public who may be affected by your acts or omissions at work. • To comply with all aspects of the Swansea City Football Club Health and Safety Policy and Arrangements, to enable the Company to perform its civil and statutory obligations in relation to Health & Safety • Ensure effective communication within your work team and across Swansea City whilst actively offering support and guidance, as necessary.
Person Specification	
Education & Qualifications	<ul style="list-style-type: none"> • Minimum A level education or equivalent or work experience at a level demonstrating this level of ability. • A relevant professional qualification is desirable.
Work Experience	<ul style="list-style-type: none"> • At least 3 years' experience as an executive PA or secretary • Experience of drafting briefings, presentations and other high-level correspondence • Significant skills and experience of supporting senior level staff, including workload planning and prioritisation • Experience in diary management, travel arrangements, meeting preparation and minute taking
Knowledge, Skills and Ability	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Excellent interpersonal skills • Able to maintain high levels of confidentiality • Resilient and the able to cope with pressure • Organised and able to multitask

The closing date for this vacancy will be **5pm on Friday 18th November.**

If you believe you have the right mix of skills for this position, please complete the Application Form available [here](#).

Please note CV's will not be accepted.



Swansea City AFC strives to ensure it provides an environment where everyone's rights, dignity and individual worth is respected and takes a zero-tolerance approach to any form of discrimination. Equal Opportunity is an integral part of our recruitment and selection process, and we welcome applications from all individuals who feel they meet the core requirements of the role.

We are particularly encouraging applications from women, disabled people and individuals from diverse ethnic communities who are currently under-represented within the organisation.

All appointments will be made on merit of skill and experience relative to the role.

The Company is committed to safeguarding and promoting the welfare of children and young people involved in activities and event at the Company. As part of the Company's recruitment and selection process any offers of work involving working in regulated activity with children are subject to a satisfactory enhanced DBS Disclosure and barred list check (depending on the level of supervision, frequency, and nature of contact with children). Appropriate references are also required.

Should an adequate number of applications be received prior to the closing date, Swansea City AFC reserve the right to remove this advert.

Due to a high demand in applications the Club will be unable to respond to those applicants who have not been shortlisted for interview.