



## VACANCY

### Executive Assistant to the Senior Team FT or PT considered

As a founder member of the Football League (EFL), Bolton Wanderers is a football club that is internationally renowned, having played in all four professional leagues of English football, as well as winning the FA Cup on four occasions.

Following the acquisition of the club in 2019, Football Ventures (Whites) Ltd owns Bolton Wanderers as well as Bolton Stadium Hotel and stewardship of Football Ventures is working towards an exciting and sustainable future. We pride ourselves on doing things differently, with ambitious plans to progress the club in a pragmatic, authentic and inclusive way.

We now have a fantastic opportunity for a passionate individual to join us and be part of the journey as an Executive Assistant. This is a key role within the football club providing comprehensive administrative support to multiple stakeholders within the club including Chairman Sharon Brittan and CEO Neil Hart, and the wider senior team as required in order to ensure the smooth running of the business through a flexible, positive, responsive, and confidential approach.

As an equal opportunities employer, Bolton Wanderers Football Club is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join us.

BWFC seek to ensure that all children and young people are protected and kept safe from harm while they are with staff and volunteers within Bolton Wanderers activities. Everyone at Bolton Wanderers have a safeguarding responsibility to all work colleagues, fans and any vulnerable adults and children.

This position comes with a competitive salary, healthcare and pension package after a probation period. you think you would be suitable for the role please email your CV and a covering letter to [hr@bwfc.co.uk](mailto:hr@bwfc.co.uk)

**Closing date for applications: Friday 9<sup>th</sup> June 2023**

**ONE** | CLUB  
COMMUNITY  
TOWN



<b>Job Title</b>	Executive Assistant	<b>Contract Type</b>	Part Time Permanent
<b>Reporting To</b>	CEO	<b>Department</b>	CEO office
<b>Location</b>	University of Bolton Stadium	<b>Responsible for (if manager)</b>	N/A

## Job Description

### **Role Purpose**

Reporting to the CEO, the Executive Assistant is a key role within the football club providing comprehensive administrative support to multiple stakeholders within the club including Chairman Sharon Brittan and CEO Neil Hart, and the wider senior team as required in order to ensure the smooth running of the business through a flexible, positive, responsive, and confidential approach.

### **Main areas of responsibility**

- Assist and support the CEO, owner and the wider senior team with all relevant administrative tasks and requirements in line with specified deadlines to support the business
- Diary management and planning for CEO and other assigned senior business holders including booking meeting spaces, managing attendees and organising refreshments
- Drafting of relevant documents as assigned and where required ensuring all are reviewed and updated within systems
- Assist in the preparation of scheduled reports and take minutes in board meetings and other meetings as directed
- Carry out appropriate research and business planning for the football club and wider business
- Support with projects as assigned by the CEO
- Establish and maintain an efficient filing system



- Ensure all documentation related to the football club compliance is completed and returned in line with stated deadlines
- Handle all appropriate calls and enquiries for CEO
- Meet and greet guests and visitors for the CEO on arrival ensuring positive first impressions
- Plan and co-ordinate high profile events with the CEO including hosting guests at events or on match days
- Perform other duties as required, which are considered relevant to the post and to the objectives of the Group as identified by the CEO
- Treat all colleagues as customers ensuring respectful positive outcomes across communications.
- Adhere to and abide by all BWFC policies, procedures and guidelines especially remembering responsibilities to others under Equal Opportunities, Health and Safety, Equality and Diversity
- This post is subject to a DBS disclosure

As an equal opportunities employer, Bolton Wanderers Football Club is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join us.

This position comes with a competitive salary, healthcare and pension package after a probation period. If you think you would be suitable for the role please send your CV and a covering letter to [hr@bwfc.co.uk](mailto:hr@bwfc.co.uk)

Closing date for applications is Friday 9<sup>th</sup> June 2023

**ONE** | CLUB  
COMMUNITY  
TOWN



## Person Specification

### Job Title: Executive Assistant

	Desirable but not essential requirements
Qualifications	<ul style="list-style-type: none"><li>• N/A</li></ul>
Experience	<ul style="list-style-type: none"><li>• Previous experience as an executive assistant</li><li>• Experience with diary management</li><li>• Experience with general administration duties</li></ul>
Knowledge, Skills and Qualities	<ul style="list-style-type: none"><li>• Excellent attention to detail</li><li>• Pro-active problem solver</li><li>• Strong organisational skills with the ability to work to competing deadlines</li><li>• IT proficient in Microsoft office, Word, PowerPoint and Excel</li><li>• Excellent verbal and written communication skills</li><li>• Ability to build strong relationships with people at all levels of the business</li><li>• Ability to maintain complete confidentiality and to always act with integrity</li><li>• Strong analytical skills with the ability to review and process data to produce accurate reports</li><li>• Collaborative team player</li></ul>