



ROLE PROFILE

Job Title: Administrator and Executive Assistant

Reports to: CEO

Overall Aim:

- To provide comprehensive admin support to the CEO
 - To provide overall admin support to the SMC team
 - To provide all the administration for SMC activities and events
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Key Responsibilities

1. Comprehensive support for the Chief Executive, to include:
 - diary and calendar management
 - arranging and providing clear directions to all meetings
 - arranging all UK and overseas travel and accommodation and creating comprehensive travel packs for trips
 - processing expenses claims and reimbursements
 - doing basic research and editing for blogs, articles and talks
 - support for CEO's current book project including research, fact checking, incorporating tracked changes and edits from publisher, and ensuring chapters are saved safely
 - preparing talks for speaking events
 - IT support including computer phone, lap top and iPad
 - preparing papers and photocopying
 - basic media monitoring on CEO's chosen subjects (e.g. genome editing)
2. Overall admin and organisational responsibility for SMC Away Days, Brainstorms, twice-yearly Introduction to the Media, annual Christmas party and team lunch, and other meetings and events, to include:
 - room bookings, diaries and doodle polls
 - catering, AV, name badges, delegate lists
 - preparing, photocopying and compiling paperwork and delegate packs
 - arranging travel, accommodation, directions and agendas for staff and speakers
 - arranging speaker gifts where necessary
 - liaising with the Wellcome Trust, Wellcome Collection Conference Centre and external venues

3. Administering the SMC's internship programme, arranging intern interviews, providing induction, day-to-day admin and IT support for interns
4. Admin for Advisory Board and Trustee meetings in terms of room and catering etc (shared with Head of Operations)
5. Handling incoming emails and providing support to other members of the SMC as necessary (shared with Press Office Assistant)
6. Liaising with Wellcome Trust reception and security about visitors to the SMC.
7. Providing logistical support for other internal and external meetings as and when required.
8. Taking minutes and action points at meetings, as required.
9. All admin for new recruitment
10. Overall office upkeep – milk and tea supplies, stationery etc
11. Upkeep of SMC mailing lists and publications.
12. Participating in out-of-hours media work as and when required, to support the team.

Please also be aware of and follow the Science Media Centre's policies and procedures, with particular attention to health and safety, equality and diversity and client service excellence.

To further your development and knowledge you will be expected to attend training as necessary.

The Science Media Centre reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job

Role Experience, Knowledge and Skills Profile

Job Title

	Essential	Desirable
Experience		<ul style="list-style-type: none"> • Experience of working in a busy office or similar environment
Knowledge & Qualifications	<ul style="list-style-type: none"> • Degree level 	<ul style="list-style-type: none"> • A science degree or similar background
Skills	<ul style="list-style-type: none"> • Excellent organisational and administrative skills • Excellent communication skills • Excellent IT skills including extensive knowledge of Microsoft Office • Ability to work under pressure in an extremely busy environment • Ability to multi-task and prioritise • Ability to work on own initiative 	
Personal style and behaviour	<ul style="list-style-type: none"> • Personal commitment to the values, vision and objectives of the Science Media Centre 	
Other requirements	<ul style="list-style-type: none"> • Commitment to quality and best practice in all aspects of the Science Media Centre's operations • Commitment to equality and diversity 	

Issued on behalf of the Science Media Centre

This job description has been read and understood by me

Signed: _____

Signed: _____

Name (Please print): _____

Name (Please print): _____

Date: _____

Date: _____