



THE COLLEGE OF OPTOMETRISTS

Job description

Executive Assistant (Director of Education)

Department:	Education
Reports to:	Director of Education
Key Internal Relationships:	College Staff, particularly the Education team Council members and trustees
Key External Relationships:	Members and stakeholders of the College Fellowship applicants and panel members Other Optical Bodies Universities Suppliers of accommodation, travel and other services

Purpose of the Role

To provide executive support as required for the Director of Education by establishing and maintaining effective procedures and supporting the varied department activities and projects. Managing delivery of processes and projects as required.

Main Responsibilities

The post holder will be expected to define and develop this role as the work of the department evolves. Responsibilities will include:

1. Support Director of Education by
 - Diary management, ensuring the effective utilisation of time available
 - Arranging meetings which ensure the 'best fit' with all diaries and inform participants of arrangements made
 - Administer Directorate budgets as required – processing invoices and receipts and reconciling team credit card statements
 - Receiving and screening telephone calls, taking and passing on full and accurate messages
 - Handling correspondence (post and e-mails) and calls, responding directly to enquiries where appropriate ensuring that these contain high standards of spelling, grammar and presentation
 - Booking travel and accommodation ensuring that the best rates are negotiated and that all arrangements are confirmed and appropriate information is forwarded to the correct person
2. College Fellowship application management
 - Ensure application process is followed

- Maintain panel
 - Facilitate decision making and feedback to the applicant
3. Education and Standards Committee secretariat
 - Scheduling meetings and ensuring that papers, agenda and minutes are prepared and disseminated in a timely way, following up actions where necessary
 - Assisting in preparation of papers and presentations for this (and other College Committee) meetings
 4. Coordination of Education team processes
 - Administrative oversight of panel membership, coordinating meeting scheduling, panel member recruitment and expiry across the department
 - Support for delivery of processes at peak times; including production and redaction of panel and other documentation
 - Coordination of and support for review and revision of key regulatory documents as required for internal and external purposes
 5. Stakeholder relationship coordination and support
 - Liaise with members and stakeholders on relevant College projects, for example, setting meetings, securing volunteers and representatives
 - Contribute to enquiry and stakeholder management via telephone, post, shared email boxes and CRM and other systems
 - Welcome visitors to the College
 - Arrange transport and couriers as needed
 6. Administrative support
 - Providing any other meetings support including taking minutes, facilitating discussion groups, and preparing presentations
 - Providing secretariat support to Optometry Schools Council (OSC) including taking minutes at monthly meetings and act as returning officer for elections
 - Carrying out as directed general secretarial, administrative and office duties.
 7. Carry out from time to time and as directed, any other duties as required by the Director of Education in addition to the above that will be both reasonable and within your capabilities.
 8. Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

PERSON SPECIFICATION

Experience

Essential: Experience in a similar role
Experience of organising meetings

Desirable: Experience of working in a professional body and/or membership organisation
Previous experience in Education administration

Skills and Knowledge

Essential: Excellent written and oral communication skills
Good level of written English
Experience of letter and report writing
Able to process numerical data
High levels of competency in MS Office; Word, Outlook, Excel and PowerPoint
Accurate keyboard skills

Desirable: Minute taking
Experience of using databases
Experience of using web-based publishing tools

Personal Attributes

- Good interpersonal skills
- Well organised with a strong attention to detail
- Able to work under pressure and meet deadlines
- Flexible approach to work
- Able to work on own initiative
- Ability to use initiative to solve problems
- Reliable
- Able to prioritise multiple projects and tasks.

Additional Information

Working hours including any flexible hours and hybrid working available. However, the post holder may on occasion be required to work late and applicants should therefore have some flexibility with regard to working hours.

The post may include some UK travel.

Equal Opportunities and Inclusion

The College is committed to providing equal opportunities in employment and to avoiding unlawful discrimination. We value the differences that a diverse workforce brings to the organisation.

Our values



We act with integrity
and transparency



We listen
and we learn



We demonstrate respect
and professionalism



We achieve
high quality



We champion diversity
and inclusion



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