

## Who we are

The Royal Meteorological Society (RMetsS) is the UK's professional and learned Society for Weather and Climate and is respected around the world for its contribution to meteorology. The Society is a charity, and its programmes of work include providing professional accreditation, developing educational resources and skills, producing scientific publications, holding public and professional meetings and events, giving advice to Government and policy makers, and providing information to the public on the science of weather and climate change.

## Role Summary

The Executive Assistant to the Chief Executive and the Executive Team is an important role in the work of the Society and pivotal to its smooth running. The role is very varied and busy throughout the year, providing support to the day-to-day working of the Chief Executive and the Executive Team. The person in this position will need excellent organisational and communication skills, be able to work to tight deadlines, handle confidential matters and have an attention to detail.

## What can you expect from a career at RMetsS

- Hybrid working with 1 day per week in our Reading office
- Permanent part-time role (18 hours per week)
- 33 days holiday per year, pro rata
- 10% employer pension contribution
- Support for you and your dependants through a confidential Employee Assistance Programme.

RMetsS values diversity of background and perspective and is committed to treating all people equally and with respect irrespective of their age, disability, gender reassignment, marriage or civil partnership, pregnancy, or maternity, race, religion or belief, sex or sexual orientation. We are particularly committed to the employment and career development of people with disabilities.

As part of this commitment, we operate a guaranteed interview scheme for applicants who consider themselves to have a disability (as defined by the Equality Act 2010) and who meet the essential criteria for the role they have applied for. If you wish to apply under this scheme, please indicate this in your covering letter. We also welcome discussion of any reasonable adjustments required to enable you to engage with the application process. If you wish to discuss reasonable adjustment with respect to the application process please contact: Prof. Liz Bentley, [liz.bentley@rmets.org](mailto:liz.bentley@rmets.org)

## Job Description

Job Title	Salary	Reports to
Executive Assistant	£28,000 FTE	CEO
Location	Direct Reports	Closing date
Hybrid – Home & RMetS Reading office.  Occasional travel to RMetS events within UK	None	25 <sup>th</sup> October 2024
Contracted Hours	Interview Date	Contract Duration
18 hours per week, across three to five days, with at least 1 day in the Reading office	w/c 4 <sup>th</sup> November 2024	n.a.
Probationary Period		
6 months		

## **Responsibilities:**

- Assist with the CEO's electronic diary and travel arrangements
- Drafting correspondences and managing (and where appropriate dealing with) the CEO's papers.
- Overseeing the CEO's filing system
- Maintaining up to date mailing and contact lists
- Dealing with routine enquiries
- Provide minute taking and administrative support to the Society's Executive Team, Trustee meetings and supporting Committees, including coordinating the agenda setting process, collation of papers and liaison with Council members and booking rooms.
- Maintaining registers of Committee and Council members on the Society's CRM system.
- Preparing notices to members
- Preparing the Society's Annual Report and updating the Society's Standing Orders compiled from various contributors.
- Organising Society social events.
- Support and co-ordination of the Society's Net Zero data and transition plan.
- Any other duties that are commensurate with the role.

## **Qualifications, experience and skills**

### **Essential Requirements**

#### **Education, Qualifications and Training**

- Proficient user of Microsoft Office applications
- Excellent grasp of the English language, spelling and grammar.

#### **Experience**

- A minimum of 2 years' experience as an Executive Assistant, or relevant experience in a similar role

#### **Skills**

- Pro-active with excellent organisational skills and the ability to prioritise and handle multiple assignments
- A well-developed attention to details and ability to complete complex tasks and projects quickly
- Excellent written and verbal communication skills, including being able to prepare documentation for internal and external use and handling confidential matters
- High level of integrity and discretion
- Take responsibility for leading initiatives and activities through to successful conclusion

**Desirable Requirements**

**Education, qualification and training**

- Knowledge of charity law and governance