

JOB OPPORTUNITY – PA to the BOARD

We are looking for an experienced Personal Assistant to join our team, providing an efficient and effective PA and administrative service to the members of the Nottingham Forest Club Board of Directors.

Reporting to the Executive Assistant, you will be responsible for managing allocated Drivers, be based at the City Ground and will be required to work on all home Matchdays.

<p>Key Tasks & Responsibilities</p>	<ul style="list-style-type: none"> • Provide a dedicated PA / administrative service to the Chairman & Chief Executive Officer and other Club Board Members as and when required, managing their diaries and arranging all travel. • Manage Club relationships and contracts with third party taxi / chauffeur firms and organise driving solutions for Board members including for Away Matches and other events. • Provide dedicated personal support to guests of the Executive Board including meeting and greeting, arranging travel and accommodation, as well as meeting matchday requirements such as car parking, ticket requests, hospitality, guests lists, etc. • Be the point of contact for high profile guests of the Executive Board outside Matchdays acting as Executive Guest Liaison. • Manage the Club Offices at the City Ground liaising with Operations and Facilities to ensure all areas are fit for purpose, well presented, and meet all health & safety requirements.
<p>Skills, Knowledge & Experience</p>	<ul style="list-style-type: none"> • Excellent administration skills, well organised, excellent attention to detail and prioritise and manage your workload effectively • Excellent personal presentation and a positive attitude and demeanour at all times • Excellent communication skills, particularly with VIPs and senior stakeholders and employees • Discretion, tact and experience in handling highly confidential and sensitive situations and material with absolute discretion • Highly developed problem-solving skills, resilience and the ability to perform well under pressure • Flexibility to deal with issues out of hours and at short notice • Knowledge of Microsoft Office programmes
<p>Other</p>	<ul style="list-style-type: none"> • You may be asked to undertake additional duties to those above, either on a temporary or permanent basis, which the Club reasonably believes you are capable of carrying out, or for which you will be trained. • Relevant professional, ethical and health and safety standards apply. • You will be required to demonstrate your commitment to equality, inclusion and anti-discrimination, at all times, including attending relevant training as and when required. • You will be required to work on all home matchdays so a flexible approach to days and hours of work is required. • A Disclosure and Barring Service Criminal Records Check may be required (CRC). Postholders will be asked about any previous convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013).
<p>To Apply</p>	<ul style="list-style-type: none"> • Application is via CV with a one page covering letter to jobs@nottinghamforest.co.uk • Closing Date: 31 December 2018
<p>Equal Opportunities Commitment</p>	<p>Nottingham Forest Football Club is an equal opportunities employer and welcomes applications from all suitably qualified persons, regardless of age, disability, gender, gender reassignment, marital / civil partnership status, pregnancy / maternity leave, race, religion/belief, sexual orientation, or any other legally protected characteristic.</p>