# Vacancy: Executive Support & Governance Officer

Reporting to: Chief Executive

Salary: £25,257

Hours: 35 hours a week - including some evening and occasional weekend work

Location: Hybrid working model between home and Hampden Park

Contract: Permanent

Pension: 6% of basic salary paid into an agreeable pension scheme

Holidays: 25 days plus public holidays

## Scottish Professional Football League Trust – Overview

The Scottish Professional Football League Trust is the charitable arm of the Scottish Professional Football League and was established to lead and co-ordinate community engagement activities across all 42 member clubs.

SPFL clubs have a track record of credible and sustained activity, using football and physical activity as a tool to deliver positive life changes in the communities they serve. The SPFL Trust seeks to build on this reputation and co-ordinate projects that will be centrally funded and operate within and across the clubs.

## Job Purpose

To provide efficient, high quality and proactive support to the Board and CEO, which is supportive to their needs and will contribute to making their roles effective in ensuring that the SPFL Trust achieves its vision, mission and values maintaining high quality service to its beneficiaries and key stake holders.

## Key Responsibilities

* Support the Board and CEO in maintaining good governance and accountability to the organisation, charity regulator, stakeholders, and donors
* Provide a range of high level confidential administrative support to the Board and CEO including being a point of contact, setting up meetings, arranging papers to be delivered before meetings, minute taking and following up on actions and tasks set by the Board and/or CEO
* Provide a range of high level and confidential administrative, practical and project support to the CEO to ensure the priorities of the organisation are met
* Assist the CEO with the preparation of briefings and reports
* To liaise as necessary with various stakeholders including partner organisations, Councillors, MSPs, local and central government officers and departments, companies and members of the public as required
* To ensure that all arrangements for meetings are made efficiently and that the agendas, papers room bookings and attendance lists for such meetings are made available in a complete and up-to-date format when required by the CEO
* To ensure that quality standards are met by overseeing and coordinating the renewals of accreditations and insurances, and annual GDPR audit; ensuring the organisation is compliant with legislation and good practice
* Work with relevant teams to ensure all policies and procedures are up to date and functional
* To undertake scoping exercises and research to be included in reports for the CEO and/or Board
* To work effectively as a member of the wider team and provide over and support for other members of the team when needed

## General Responsibilities

* Attend meetings as necessary
* Contribute to written reports within agreed timescales
* To represent the SPFL Trust, clubs and projects at National and Local events as required
* To always promote the belief and ethos of the projects and the SPFL Trust
* Undertake appropriate training requirements which will support your personal development and keep an accurate record of your CPD log
* Undertake any reasonable task as required to successfully fulfil the objectives of the SPFL Trust
* Making travel arrangements for executives
* Administrative management of corporate records, documents, and reports

## Essential

Knowledge:

* Board governance, responsibilities, and obligations
* An understanding of how to effectively handle confidential and sensitive issues
* CEO roles and responsibilities

Experience:

* Provision of wide-ranging high quality executive support in a fast-paced environment including dealing with correspondence, organising meeting, managing diaries and inboxes
* Advanced working with Microsoft including Teams, Excel, Word PowerPoint, servers, and VPN
* Research and scoping to inform papers and reports
* Delivery of workload to deadlines

Skills:

* Excellent written communication, an ability to produce written documents quickly and accurately as required
* Strong minute taking ability
* Demonstrable organisational skills such as multi-tasking, using initiative, problem solving, working independently and prioritising workloads
* The ability to be resilient subject to changing workloads and conflicting priorities
* Excellent interpersonal and networking skills, with the ability to develop positive and effective partnerships with stakeholders, other organisations, and agencies

## Desirable

Knowledge:

* The SPFL Trust and our work
* Understanding of charity regulations and obligations
* GDPR legislation and compliance

Experience:

* Corporate donors and relationships
* Third sector funding

## Application Process

Please send a supporting statement detailing your suitability for the role, along with an up-to-date CV by **12 noon on Thursday 30th September 2021**, to [enquiries@spfltrust.org.uk](mailto:enquiries@spfltrust.org.uk) .

Interviews will be scheduled for Wednesday 6th October 2021.

Please ensure the subject of your email is ‘Executive Support & Governance Officer.’

Please note that employment is conditional on the successful applicant undergoing reference and PVG checks.