

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE:	Governance Officer and Executive Assistant
REPORTS TO:	Chief Operating Officer and General Counsel (COOGC)
SALARY:	Full Time - £24,000pa - £28,000pa (Salary dependent on experience and salary would be pro rata if part time)
HOURS:	To be agreed – Either Full Time (35 hours per week) or Part Time (Part Time hours to be agreed)

JOB PURPOSE

To manage the day-to-day governance requirements of Aquatics GB (AGB) covering the following core areas:

- Administration and support to the Chief Executive Officer (CEO) and Chair, the AGB Board, and all Sub-Committees of AGB namely the Audit and Risk Committee, Remuneration Committee, Nominations Committee and Senior Management Team (SMT)
- Track the governance requirements outlined by UK Sport in the Grant Funding Agreement and work with the COOGC and the CEO to ensure compliance
- To provide a professional, high quality and efficient support service to the Aquatics GB CEO, Chair and COOGC
- Provide assistance to CEO and COOGC on ad hoc governance-related projects

JOB LOCATION

- SportPark, Loughborough or other agreed AGB office. AGB operates an Agile Working Policy, which allows flexibility to work from home and the office
- Domestic travel (including Saturday's, approximately 5 meetings per annum) as it necessary to fulfil your job to the satisfaction of AGB

Aquatics GB Board Meeting Dates:

- Friday 30th and Saturday 31st January 2026 – Sheffield
- Tuesday 14th and Wednesday 15th April 2026 – London Stratford
- Friday 5th June 2026 – Microsoft Teams
- Friday 11th and Saturday 12th September 2026 - Manchester
- Friday 6th and Saturday 7th November 2026 – Scotland

KEY RESPONSIBILITIES

CEO/Chair/Board Support

- Arrange meetings as requested by the CEO, Chair and COOGC
- Make all travel arrangements as appropriate for the CEO and Chair
- Reconcile the CEO and COOGC expenses
- Keep the CEO informed on all relevant communication directed to them to ensure they in turn can take appropriate decisions

Corporate Support

- Co-ordinate meeting logistics and manage set up support at each meeting of the various stakeholders described above
- Provide assistance to the CEO and COOGC on the production of Board packs for all Board meetings
- Attend all Board meetings, record Minutes and co-ordinate the approval and distribution of Minutes
- Provide assistance, as required, in the logistical arrangements and minute taking for all AGB corporate meetings to include but not exclusive to SMT meetings, Audit and Risk Committee meetings, Home Country Partnership meetings, Chairs meetings, Remuneration Committee meetings, Nomination Group and Discipline Management groups
- In conjunction with the COOGC maintain the corporate events and meetings calendar
- Prepare Board briefing packs for all major events
- To manage the AGM process with the assistance of the COOGC / Company Secretary as required
- To co-ordinate the content for AGB Annual Report for all areas
- To manage the AGB policy tracker and ensure policies are updated in line with review dates
- To ensure the AGB Business Continuity Plan is up to date and fit for purpose

Governance

- Liaise with the COOGC in ensuring AGB meets Governance standards including the Governance requirements set by UK Sport
- Deliver best practice governance support and assist the COOGC in maintaining AGB as a leading organisation on governance issues
- Deliver responses to any Subject Access Requests received by AGB by liaising with the COOGC and any external third parties assisting with the process

Corporate Travel

- Issue travel insurance for all individuals and deal with insurance claims as required
- In conjunction with the CEO manage all ticket orders for VIPs, Board Members, representative executives for all major international competitions as required

External Links

- Ensure all correspondence received is distributed across all disciplines and departments within AGB as required

Corporate Finance

- Be responsible for the management and reconciliation of the AGB credit card and CEO and COOGC credit card
- Check invoices for accommodation and travel bookings made and pass to Finance for processing
- Provide assistance as required in the checking and authorising of expenses and loss of earnings claims for individuals involved in overseas events

General

- Maintain effective and positive links with all AGB stakeholders and partners
- Prepare reports as required by the COOGC and CEO
- Co-ordination and involvement in any other projects as identified by the CEO and/or COOGC
- Any other duties appropriate to the role as required by the COOGC
- Comply with all AGB policies and procedures and in particular those relating to diversity, equity and inclusion and sustainability

KEY RESULTS AREAS

- Effectively supports the CEO, COOGC and Chair
- Understands and works within agreed standards for best practices, detailed procedures and instructions for AGB
- Builds and maintains efficient and effective communication systems with all relevant support organisations and external partners

This job description is not to be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in light of the changing needs of Aquatics GB.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Experience / Knowledge	<ul style="list-style-type: none"> • Proven experience in administration • Proven experience in compiling agendas and organising meetings • Proven experience of organising accommodation and travel requirements • Proven ability to act on own initiative and to work as part of a team with collaborative working style • Proven experience in managing budgets 	<ul style="list-style-type: none"> • Experience of working within the sporting industry • Experience of engagement at Board level • Knowledge and experience in a project management approach to work • A good knowledge of geography • Proven experience of working in governance
Skills / Behaviours	<ul style="list-style-type: none"> • Ability to take notes from meetings and produce minutes • Ability to communicate effectively at all levels • Excellent organisational skills and proven ability to prioritise workloads effectively • Flexible approach to work, resilient and able to work under pressure • Can demonstrate high levels of confidentiality • Ability to remain calm under pressure • Ability to work at weekends (Board meetings) • Proactive approach to problem solving with the ability to find innovative solutions • Unquestionable integrity and confidentiality • Ability to establish, build and maintain professional relationships quickly and gain a good understanding of goals and priorities 	

Criteria	Essential	Desirable
	<ul style="list-style-type: none"> • Excellent written and verbal communication skills • Formulates performance measures and quality assurance processes that will clarify individual output and quality expectations • Expresses both verbally and in writing, ideas and information in ways that are appropriate, accurate and concise • Listens actively to individuals and organisations so that needs are identified, innovates to meet those needs, and checks that needs have been met 	

