



Executive Assistant

Reports to: OSS Managing Director	Direct and Indirect Reports: Event Manager, Volunteers, Shop Manager, Society team members
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The Outdoor Swimming Society (OSS) provides a space where a community of independent spirits can share the joy and adventure of swimming outdoors, and put the fun back into swimming. As a member of the OSS team you will deliver to support our mission:

- To represent the interests of all the different kinds of outdoor swimmer by providing inspiration, connection and a community.
- Provide information about places to go outdoor swimming, swimming safety and about events.
- Help people to connect, share projects, advice, photos, videos, stories, experiences and ideas.

Job Purpose

This is a multi dimensional role providing high level administrative assistance to the OSS Managing Director, OSS society and events team. You will support our existing activities, help grow our society and strengthen our communication to other stakeholders in the outdoor and swimming world.

Duties and Responsibilities

OSS Content

- Upload features to the website, including image selection and cropping and content editing.
- General housekeeping of the website, including updating the website homepage and landing pages for different feature types.
- Produce newsletters on mailchimp
- Post new features on social media
- Work alongside the OSS Managing Director in sourcing and managing content
- Manage the OSS Instagram account, including sourcing and posting content, linking content to website features and events and sourcing and managing guest editors.
- Provide admin and practical support to the content team



Event Assistant

- Respond to incoming event queries and complaints via our general email account
- Support the Events Manager with admin tasks and responsibilities throughout the year
- Support event marketing plan, ticket sales and overall event experience
- Organise and place pre-event and post-event merchandise orders
- Send post-event thank you correspondence to sponsors
- Update social media channels with event news periodically
- Produce and send event information emails to entrants using mailchimp

Executive Assistant

- Assisting in the smooth running OSS Managing Director's diary, emails, task list and enquiries
- Provide welcome information and contact to new OSS Team members
- Manage administration tasks such as sponsor contracts and insurance cover
- Respond to incoming society queries on the general society email address
- Contributes to the strategic development of the OSS
- Assist the Managing Director in creation of new business ideas and delivery of projects
- Supports the ongoing evolution of OSS brand and events
- Help with continuous improvement, identifying and prioritising opportunities to develop the OSS proposition which embraces new trends and drives new interest
- Arrange all aspects of the OSS AGM

Sourcing/merchandise

- Work with the shop manager in keeping the OSS shop up to date
- Assist the Managing Director in sourcing, sampling and managing production of general and event merchandise designs and items
- Work with designers on written materials and merchandise designs
- Manage budgets and create quarterly sales figures for merchandise
- Place and oversee orders for general and event merchandise

Volunteer manager

- Manage, coordinate and support event volunteer teams at the event for all events
- Collect, organised and place volunteer clothing order
- Collect volunteer feedback and distribute to event managers
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Experience, abilities and skills

Essential

- Experience of working in a busy, high pressured environment
- Excellent oral and written communication skills
- Ability to handle and take ownership of multiple projects
- Ability to plan and prioritise tasks



- Excellent administration and organisational skills
- Pro-active and self-motivated with a strong initiative
- Working knowledge of IT systems and software
- Ability to work well under pressure
- Flexible and professional
- Confident and personable
- Ability to problem solve in complex situation

Desirable

- Experience of working in a small business or for yourself
- Comfortable to work on short timescales
- Experience with copywriting, design and content
- Experience of using mailchimp
- Experience of using wordpress
- Experience of using photoshop or similar photo editing software
- Experience of using Instagram in a professional capacity
- An interest in outdoor swimming or outdoor pursuits
- Experience of working at outdoor or sporting events
- A full clean driving license

What you should know about the job

The Executive Assistant job can be busy, complex and includes working with a mixture of paid and voluntary staff. You will need to be resilient, lively, flexible and friendly with a high level of commitment and dedication. Confidence in decision making and creative problem solving is essential, with the ability to be positive, calm and solution orientated. Tasks are focused on a calendar that runs from November to October, with particular commitment during the event season (July - Mid-October).

Hours and Location

Competitive salary. Permanent contract. Four days a week with pension and holidays. Initially based in garden office in Chilcompton, Somerset, with a view to moving to shared premises in 2019

Applications

Applications are sought by midnight, Sunday 9th December. See [application form](#).