



JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title:	BASHH Executive Assistant (Governance Officer)
Reports To:	CEO (with regular support and liaison with President, Gen Sec and other Officers)
Hours:	Full-time
Contract Length:	Permanent
Location:	Flexible hybrid office / home working: including meetings across UK, regular London based meetings
Salary:	c. 35K (depending on experience)
Benefits:	Annual leave – 35 days (inclusive of bank holidays) Contribution to pension – 3% Ability to work flexibly

ROLE PURPOSE

British Association for Sexual Health and HIV (BASHH) is seeking to appoint an outstanding Executive Assistant (Governance Officer).

The post holder will work closely with elected Officers, the board and CEO to support delivery of BASHH core membership services and ensure the highest standards of governance and oversight. The first port of call for many BASHH members, this person will have a key role in supporting excellent member services and communications. Their support will enable the President, CEO and Officers to lead effectively in their respective areas.

Joining at an exciting time for BASHH, with the organisation transitioning to an in-house model of operating some of its core functions, the post-holder will join a new, small staff team. A strong collaborator, they will work with a wide network of stakeholders, including highly committed clinicians and other health care providers on the BASHH board and membership.

KEY RESPONSIBILITIES

Administration and governance support for BASHH

- Receive all communication – telephone, post and electronically.
- Receiving and forwarding enquiries from third parties. Forwarding on to Gen Sec, relevant Officer or CEO and coordinating responses.
- Covering the *Board of Trustees, Finance and Governance Committee, and Clinical Governance Committee*:
 - Organisation of meetings, including space, accommodation and catering for in-person meetings as required.
 - Preparation and circulation of agendas and meeting papers.
 - Taking and circulation of minutes, actions log and coordination of follow-up of actions.

- Records of all minutes, actions and other administration relevant to the group (including membership and email lists and online space).
- Support the Gen Sec to co-ordinate and manage the election process. Administration of newly elected posts.
- Maintain database of elected BASHH committees, including date of individual's appointment and term of tenure.
- Maintain register of programmes that BASHH is participating in.
- Coordinate content for BASHH annual reports and annual reviews, supporting the General Secretary and CEO.
- Ensure reports and other key documents are sent to relevant regulatory bodies and uploaded to the BASHH website.

Operational support and membership services

- Manage basic IT systems including ensuring access to MS Office for key staff and Officers / other roles as needed and liaising with staff to ensure they have key hardware and software to complete their role.
- Provide basic diary and administrative support to the CEO and, where desired, the President, supporting them to deliver effectively and efficiently for BASHH.
- BASHH Bitesize (member webinars) support, including administrative support for webinar.
- Membership administration functions:
 - Maintain and manage membership management system including processing membership applications, member communications and subscriptions.
 - Distribution of new member packs.
 - Conducting exit interviews and surveys of members who leave BASHH.
 - Produce membership reports.
 - Ensure compliance with the latest regulation for data protection including oversight of the Privacy Statement. Ensure all member records are accurate and up to date. Remove records in line with data protection law and privacy statement.
 - Member email communications, including event marketing, news dissemination and information updates.
 - Management of mailing lists and BASHH mailing service (e.g. Mailchimp).

Executive support for key committees and groups

- Support for the Clinical Effectiveness Group, Clinical Standards Unit and National Audit Group, including:
 - Keeping an up to date record of their programmes of work,
 - Supporting good organisation and governance of these groups through meeting planning, papers and minutes.
 - Liaising with groups and contractors on timely publication of guidelines, standards and other publications, supporting effective communication via the website and other media.

PERSON SPECIFICATION

Experience & Qualifications	<ul style="list-style-type: none"> • Experience of work within a membership, education, training, healthcare or other large network organisation. • Experience supporting board-level executives and managing sensitive and confidential information. • Demonstrable experience of supporting corporate governance processes, including: <ul style="list-style-type: none"> • Preparing board and committee papers • Minute-taking at board/committee meetings • Maintaining governance calendars and action trackers • Experience of managing complex diaries and coordinating travel arrangements.
Knowledge, Skills & Abilities	<ul style="list-style-type: none"> • Ability to work effectively with and meet the needs of BASHH members, officers, trainers, and trainees across a diverse range of online and in-person settings. • Exceptional organisational and time management skills. • High-level written and verbal communication skills. • Excellent attention to detail and accuracy, particularly in document preparation and minute-taking. • Ability to work under pressure, prioritise tasks, and meet tight deadlines. • Strong interpersonal skills and the ability to liaise effectively with senior stakeholders and board members. • Ability to handle confidential information with discretion. • Good working knowledge of Microsoft Office Suite (Word, Excel, Outlook, PowerPoint) and virtual meeting platforms (e.g., Zoom, Teams).
Values & Behaviours	<ul style="list-style-type: none"> • Personable, approachable, adaptable and willing to constructively challenge the status quo. • A team player with a positive, can-do attitude. Flexible and adaptable, with a willingness to take on a variety of tasks. • Commitment to own continuous personal and professional development, particularly in relation to equity, diversity and inclusion and allyship of marginalised communities. • Role model appropriate personal, organisational, and ethical values in all functions of the role and helping to promote these in others. •

HOW TO APPLY

To formally apply, please submit a CV and supporting statement that clearly outlines your suitability for the role against the criteria provided in the person specification. Please also include your interest and motivation in applying for this position.

Diversity Monitoring

BASHH is committed to promoting equality and diversity. To help us raise awareness and support a culture that is diverse and recognises and develops the potential of all, we would therefore be most grateful if you would complete the equality monitoring survey.

Data Processing, Protection and Privacy Policy

RECRUITMENT TIMETABLE

Closing date: 11.59pm on Monday 4 August 2025
Interviews and Assessment: Tuesday 19 August 2025