



HENLEY ROYAL REGATTA

Executive Assistant

- Permanent position.
- 4 days per week with additional hours leading up to and during the annual Regatta.
- Potential for flexible working, subject to operational requirements.
- Excellent benefits package.

About the role

Henley Royal Regatta is seeking a highly organised, proactive Executive Assistant to provide administrative and operational support to the Secretary/CEO, with project autonomy in several areas.

This varied role requires excellent communication skills, sound judgement, strong attention to detail, and the ability to manage competing priorities. It would suit an experienced Executive Assistant who enjoys working in a busy environment and is comfortable working both independently and as part of a wider team.

Working pattern

The successful candidate will need to be flexible, with the ability to work extended hours and additional days leading up to and during the annual Regatta in June/July.

Key responsibilities during the Regatta

- Act as the key point of contact for Stewards and officials.
- Organise and manage various functions, duties, and other event-related arrangements.
- Liaise with the catering team, operations team, and others to support smooth event delivery.
- Assist the Secretary/CEO with hosting official guests.

Key responsibilities outside the Regatta period

- Organise reserved moorings.
- Support the Event Welfare Officer with safeguarding administration and implementation of the Safeguarding Policy.
- Prepare, coordinate, and proofread official documents to a high standard.
- Coordinate production of the Members' Handbook.
- Respond to Member communications promptly and professionally.
- Prepare formal papers for Steward Meetings, held at least twice a year.
- Organise and attend Steward Meetings and produce accurate minutes.

About you

You will be organised, discreet, adaptable, and proactive, with the confidence to take ownership of tasks and support a busy senior leader. You will have excellent interpersonal skills, a calm and professional manner, and the ability to manage a varied workload while maintaining accuracy and attention to detail.

Skills and experience

- Confident user of Microsoft Word, Excel, and Google docs.
- Excellent written communication, proofreading, and document preparation skills.
- Strong organisational skills, with the ability to manage deadlines.
- Experience in WordPress, Microsoft PowerPoint and Canva would be advantageous.

Desirable experience

Previous safeguarding experience would be an advantage, particularly of supporting safeguarding-related administration and DBS checks. However, training can be arranged for the right candidate.

Benefits

- Potential for flexible working
- Pension Scheme
- Private Medical
- Generous holiday allowance
- Free onsite parking