



Executive Personal Assistant to the Warden The Rhodes Trust

The Rhodes Scholarships, established in the will of Cecil Rhodes in 1902, are the oldest, and arguably the most prestigious, scholarships for international post-graduate study in the world. Rhodes Scholars come to the University of Oxford for their study from 14 different constituencies across five continents, and over 7000 scholars have been educated over the last 107 years. The Rhodes Scholarships are funded and administered by the Rhodes Trust in Oxford.

The Rhodes Trust seeks to appoint a proactive, efficient, committed, and friendly Executive Personal Assistant to support the Warden in all aspects of his wide-ranging role. She or he will be responsible for the efficient management and handling of day-to-day activities in the Warden's office, including a busy diary and demanding 'to do' list, very extensive communications (including email traffic), and (in conjunction with colleagues) international travel planning.

The Executive Personal Assistant will be responsible for everything that is needed for the Warden to succeed in his responsibility for the Rhodes Scholarships globally and within Oxford (including support for current Scholars, engagement with Rhodes alumni around the world, the promotion of philanthropic support for the Scholarships, and liaison with colleagues across Oxford), and in fulfilling his role as CEO of the Rhodes Trust.

Working as part of the Rhodes House staff team, the Executive Personal Assistant will closely support the Warden in a dynamic, exciting, and welcoming environment.

The Warden of Rhodes House is Dr Donald Markwell.

Specific responsibilities of the Executive Personal Assistant include:

- Actively managing the Warden's diary, ensuring effective time management and focus on priorities
- Actively managing the Warden's workload, including emails, correspondence, and telephone messages
- Management of records, both electronic and paper
- In consultation with him, conducting correspondence and handling matters on behalf of the Warden
- Responding to enquiries (either in person, written, email, or telephone)
- Assisting the Warden in the preparation and circulation of agendas, minutes, and other papers for meetings, and ensuring he is ready for all appointments
- Where necessary, making travel arrangements for the Warden, preparing itineraries and materials (this will largely be undertaken in the Development team: see below)
- Where necessary, the organization of some functions, including guest lists and invitations (this will largely be undertaken by the Executive Assistant to the Warden: see below)

The Executive Personal Assistant will work closely with the Executive Assistant to the Warden, whose roles include the organisation of Scholar events and various other internal events at Rhodes House, and managing the preparation of Trustee papers.

The Executive Personal Assistant will also work closely with the member of the Development team responsible for the organisation of Development-related travel and events, mainly overseas, for the Warden and the Director of Development.

The ideal candidate will have the following skills and experience required:

- Enthusiasm to take responsibility for ensuring the effective and efficient running of the Warden's office, and of high-level professional support for him in all aspects of his work
- Commitment to ensuring the success of the Rhodes Scholarships
- Ability to make decisions consistent with the methods and policies of the Warden and to keep him informed
- A high level of initiative and a proactive approach
- Demonstrated office and organisational skills of a high order, and a high level of efficiency
- Outstanding IT skills, including a keenness and aptitude to use IT to best enhance efficiency
- Experience maintaining confidential records
- High level written and spoken communication skills including the ability to write clear and grammatical English, and to conduct correspondence on behalf of the Warden
- Ability to prioritize and manage time effectively
- Attention to detail
- Strong interpersonal skills and the ability to work collegially in a small team, helping to ensure it is both a high-performing and a positive-spirited team
- Ability to remain calm under pressure and to thrive on exciting challenges
- Confidentiality, tact, and diplomacy
- Friendliness

Salary:

A highly competitive salary package will be offered.

Start date:

An early date will be negotiated with the successful applicant.

How to apply:

Please send your CV, covering letter and the contact details of at least three referees to chloe.ogden@rhodeshouse.ox.ac.uk. The closing date for applications is **Thursday 23 February 2012**. Interviews will be conducted in Oxford in early March.

The Rhodes Trust warmly welcomes applications from talented women and men of diverse backgrounds. Selection of Rhodes Trust staff is made without regard to gender, gender identity, marital status, sexual orientation, race, ethnic origin, colour, religion, social background, caste, or disability.

For further information about the Rhodes Trust, the Rhodes Scholarships, and Rhodes House please visit our website - www.rhodeshouse.ox.ac.uk - or telephone Chloe Ogden on 01865 270954.