

Appendix 1

Executive Assistant (P/T) for the HEPTech Network

HEPTech (<https://www.heptech.eu/>) is seeking an Executive Assistant to support the organisation to carry out the administration, communication, and event organization activities. HEPtech is the high energy physics technology transfer network (TTN). Bringing together leading European high energy physics research institutions, it provides academics and industry with a single point of unrivalled access to the unique skills, capabilities, technologies and R&D opportunities of the high energy physics community in a highly collaborative open-science environment.

HEPTech is looking for a candidate with who has excellent interpersonal skills and will be comfortable in dealing with a wide variety of individuals at all levels. First-rate organizational skills are key to this role, and a good eye for detail as well proactive approach are essential. Excellent written communication skills are vital, and the ideal candidate will have experience of minute-taking for board-level meetings.

Personal Skills, Experience and Attributes:

Essential Criteria

- Highly organised with a proactive 'can do' attitude;
- Experience of working and a willingness to travel internationally;
- Excellent MS Office skills;
- Outstanding written and verbal communication and interpersonal skills;
- Working autonomously and making decisions under pressure;

Desirable Criteria

- Previous experience working as an Executive Assistant or PA to senior staff;
- Good understanding of management of Social Media campaigns;
Knowledge about the HEPTech network and the profile of its members;
- Knowledge and experience in web content management;
English as a mother tongue or equivalent (e.g., certified by a diploma or knowledge of the language at a proficient level).

Responsibilities of Role:

- To support the information and communication activities of the HEPTech Network.
- To coordinate and prepare board papers and to support the preparation of the annual activity reports of the Network;
- To support the Chair in preparing the HEPTech Board meetings, including the respective agenda and papers to be discussed, creation and management of the event management (Indico) webpage, drafting and circulating communication emails, send out invitations and follow up on attendance;
- To plan and coordinate the communication activities related to the promotion of the Network's and members' events;
- Support the Chair in publishing information about the Network in the most appropriate way, to promote the network to the HEP community, industry and general public at national and international level;
- Various other task related to the promotion and growth of the network.

Conditions:

Maximum annual reimbursement amount for this position: 12.000 Euros per year

Part-Time (P/T): 60 days per year (i.e., approximately 5 days per month)

Duration – Fixed Term of 1 year (prolongation possible)

Starting Date – 01.01.2023

How to Apply:

Please submit a cover letter of not more than one page stating why you are good fit for the role and CV (maximum two pages in a legible font size). To Elizabeth Bain at Elizabeth.bain@stfc.ac.uk