

Business Services Executive

Working in the Corporate Services Team



Location: London

Full-time, 12 month fixed term contract

Salary: £28,982 (plus access to civil service pension arrangements)

Passenger Focus is the independent passenger watchdog. Our mission is to get the best deal for passengers. With a strong emphasis on evidence-based campaigning and research, we ensure that we know what is happening on the ground. We use our knowledge to influence decisions on behalf of passengers and we work with the industry, passenger groups and government to secure journey improvements.

This is an exciting opportunity for an individual who is looking for a challenging role that requires initiative and the ability to understand the company strategic direction and how their own actions can influence this. Reporting to the Head of Corporate Services you will provide efficient and proactive support to the management team, the board and its committees. The key focus of this role is to take responsibility for providing accurate, high quality minutes and managing the flow of information and performance reports to the Board and the Management Team.

The successful candidate should be educated to degree level (or equivalent), with experience in work of a similar nature.

You should be self motivated with the ability to organise and prioritise effectively. You will need to demonstrate strong oral and written skills and be able to present information clearly; **in particular** the ability to write clear and concise minutes in a persuasive style. There is a need to communicate with individuals at a variety of levels within the organisation (including Board members) in a diplomatic, yet assertive, manner, which will help you build and maintain effective relationships within the role. You should also have an ability to think strategically in order to assist the corporate services team with the achievement of ongoing business objectives. Experience in corporate governance, servicing board level meetings and proven analytical skills would be an advantage.

Contact details:

If you feel you have the skills and qualities to fulfil this role, please e-mail your CV and covering letter to rachel.ward@reedglobal.com. You will need to ensure that your CV application clearly demonstrates experience that directly reflects the skills, competencies and demands of the role. A copy of the job description can be found on our website: www.passengerfocus.org.uk. All applications will be treated in the strictest confidence.

Closing date for applications is Thursday 11 February 2010 and assessments will take place at the end of February.