



RIVER TWEED COMMISSION

**EXECUTIVE ASSISTANT**

(Up to £35,000) Melrose

An opportunity to work in a beautiful rural location on the River Tweed

We are looking for an Executive Assistant to join our small team based in a rural office close to the River Tweed, near Melrose. You will have responsibility for the administration and smooth running of the office and provide an effective service to the Tweed management teams of the River Tweed Commission and the Tweed Foundation. This post will suit someone looking to work in and for the countryside, with an understanding of rural sports and small businesses.

Your responsibilities will include providing a high level secretarial and administrative service, including the efficient taking and production of River Tweed Commission, Committee and Tweed Foundation Board minutes, database management and efficient record-keeping. Participating in the management of the organisations' website and social media presence will be key, along with the production of high-quality publicity materials. Occasional event management will also be undertaken.

You should ideally have a degree level qualification or equivalent, a strong work ethic, sound experience in a similar role with well-developed organisational and administrative abilities, good communication and IT skills, and be comfortable working alone as well as part of our small team.

Starting salary is dependent on experience and up to £35,000. A relocation package is offered. Flexible employment opportunities may be available.

This is a varied post within two organisations, one a charitable company and the other statutory, with responsibilities for the management, preservation and increase of all freshwater fish in the River Tweed.

Please send your CV, with a covering letter explaining why this post is of interest and what you could bring to it, to Fay Hieatt at: [fhieatt@rtc.org.uk](mailto:fhieatt@rtc.org.uk) by **Friday 31<sup>st</sup> January 2020**. Interviews will be held in early February.

Full Job Description can be viewed [HERE](#)

