



**THE BRITISH ASSOCIATION  
OF UROLOGICAL SURGEONS**

**Executive Assistant / Committee Coordinator**

**London - Lincoln's Inn Fields**

**c£28k + 16% Pension contribution**

The role:

We are looking for an experienced, organised and enthusiastic team player to deliver high quality executive support to the Chief Executive, Deputy Chief Executive and BAUS Trustees.

The **Executive Assistant / Committee Coordinator** must also be able to effectively manage the various council and committee elections and meetings that drive and support the education, training and continuing professional development of urology healthcare professionals.

This role will require exceptional organisational skills, a meticulous eye for accuracy and the ability to deliver multiple projects in a timely manner. Also essential is a flexible, 'hands on' approach and a willingness to help out in all areas of the Association including attending and assisting at events which will require overnight stays at locations throughout the UK.

The benefits:

- Salary of c£28,000 per annum
- The opportunity to join and work with a small, friendly and dedicated team
- A very generous 16% pension contribution
- A minimum of 25 days' holiday plus Bank Holidays (and normally days off between Christmas and New Year!)

If you want to join our small, friendly and dedicated team then please email your CV and a one page covering letter that sets out the skills you can bring to the role and your current salary and benefits package to our consultant: Michelle Prescott of Persona People Management Ltd at [jobs@personapm.co.uk](mailto:jobs@personapm.co.uk).

For more information on BAUS and what our charity does to promote the highest standards of practice in urology please go to [www.baus.org.uk](http://www.baus.org.uk).  
Closing date for applications: 10.00am on Wednesday 7 November 2018.  
Interview Date: 14 November 2018. No agencies please.