

EXECUTIVE ASSISTANT

JOB DESCRIPTION

JOB PURPOSE

To provide a proactive, confidential and high quality support to the Executive Director and the Executive Office function including fundraising administration, governance support and administration relating to our HR activities.

SUPPORT TO EXECUTIVE DIRECTOR

1. Provide general administrative support, including producing correspondence;
2. Coordinate schedules, meetings and appointments;
3. Maintain and monitor budgets and expenses;
4. Take and attend meetings, recording minutes and/or reporting back with actions;
5. Produce timelines and reviews of projects;
6. Develop, manage and maintain a system that alerts to upcoming deadlines on incoming requests, or events or projects;
7. Liaise with HR and legal advisors, as appropriate;
8. Provide a point of contact for funders and high-value donors.
9. Undertake research.

HR ADMINISTRATION

10. Maintain up-to-date employee records through the Breathe HR system;
11. Produce draft employment documents from templates including employment and freelance contracts,;
12. Work with our Safeguarding Lead to undertake DBS checks as appropriate, ensuring records are up-to-date and in line with the company's safeguarding policy;
13. Work with our HR advisors as appropriate to regularly review and update administrative and HR policies and procedures, and organise regular training;
14. Manage the archiving of HR-related documentation;
15. Support managers as necessary in the administration of HR processes, including recruitment, inductions, sickness and occupational health referrals, appraisals and formal hearings;

16. Working with our HR advisors, collate, analyse and report upon HR-related data, particularly concerning issues of diversity.

GOVERNANCE SUPPORT

17. Work closely with the ED and the individual Chairs of the Trust, committees and subsidiary companies to organise and deliver governance meetings and events;
18. Produce and oversee timelines for production and circulation of papers for each meeting;
19. Support the production of papers for meetings, undertaking research and producing draft reports, as required;
20. Manage the circulation and storage of governance documents;
21. Respond to requests from trustees and directors;
22. Take accurate meeting minutes, in person and from recordings;
23. Monitor and report against progress on governance-related actions and targets.

FUNDING ADMINISTRATION

24. Maintain and report on a timeline of all funding reporting and submission requirements, advising of priority deadlines;
25. Researching funding requirements, collating information and managing the submission of information;
26. Support with the compilation of reports to existing funders;

RESPONSIBLE TO

Executive Director

SHARED ROLE

In common with all Cumbria Theatre Trust staff, you will work as part of a small team working collaboratively to plan and stage artistic and engagement activity, and to relaunch Theatre by the Lake in 2021 with a new vision, business model and plan.

In support of the reopening, you may from time-to-time need to undertake additional tasks and roles, including but not limited to:

- Provide practical support to stage or venue-manage activities
- Sell tickets for events
- Respond to customer enquiries

- Support fundraising and profile-raising activities
- Provide support to other functions at busy times
- Advocate for the company

Therefore, a degree of flexibility will be needed and you may be required to perform work not specifically referred to in the job purpose and description. Such duties, however, will fall within the scope of the post, at the appropriate grade. You may be required to work outside of normal office hours, and work from home or at any company location.

CONTINUOUS PERSONAL DEVELOPMENT

Undertake training and development necessary or advantageous to your role as required by the company.

BUSINESS PLAN AND POLICIES

You will be required to carry out your duties in accordance with the Company's policies and procedures including:

- Health and Safety
- Safeguarding
- Environmental sustainability
- Finance Manual
- Equality and diversity

You will be provided with training regarding these policies during your induction.

EXECUTIVE ASSISTANT

PERSON SPECIFICATION

The person specification will be used to consider suitable applicants for the shortlist and for the exploration of skills at interview.

ESSENTIAL

- Excellent communication and interpersonal skills to work across all levels of the organisation and externally with key decision makers and influencers.
- Proven ability to work collaboratively with internal individuals/teams and external parties in a fast-changing environment.
- Professional demeanour
- Flexible and adaptable in approach to working hours and job tasks.
- Measured and energetic with a 'let's roll up our sleeves' attitude.
- Ability to exercise high level of discretion
- Ability to work on own initiative to achieve results.
- Ability to assimilate complex materials.
- Ability and willingness to occasionally work out of office hours as appropriate.

DESIRABLE

- Demonstrable work-related experience supporting Senior Executives, Chairs and Boards.
- Budget management experience.
- Developing and reporting on measures for projects and programmes.
- Lives within reasonable commuting distance of Keswick.

APPLICATION PROCESS & FURTHER DETAILS

WHAT WE OFFER

In addition to the idyllic work location that you'll enjoy alongside working with a fantastic and talented team, if your application is successful, you'll also enjoy 31 days paid holiday each year (plus Christmas Day), and you'll have the option to join our pension scheme.

We're unfortunately not able to cover the cost of Car Parking in the pay and display car park next door to the theatre. However, you can access a highly discounted season pass which covers parking in several car parks across Keswick, even when you're not working! You can find further details about this here (<https://www.allerdale.gov.uk/en/parking/car-park-permits/>)

CONTRACT TERM

The contract is permanent, and there'll be a 6 month probation period when you join.

SALARY

The salary for this role is £24,000 per annum for the full time hours. The salary will be prorated accordingly if we agree a job share or another option.

HOURS OF WORK

Your hours of work in this role will be 40 hours per week. Usually Monday to Friday, but there may be some weekend working on occasion due to Board Meetings.

HOW TO APPLY

If you think this post is the right one for you and you're ready to join our team please complete our application form providing us with details from your CV and include any additional information that tells us why you're the right person.

Once complete, please send your application form along with a completed equal opportunities monitoring form to jobs@theatrebythelake.com. You'll find both of these forms on our website.

We use an application form to allow us to separate out your personal details prior to application sifting to ensure fairness and equality of all applications regardless of your personal details or identity. We ask applicants to complete an equal opportunities monitoring form so we can monitor applications and as necessary review our processes to ensure we're attracting a diverse selection of candidates. Members of our team who are selecting candidates for interview do not have access to the completed form.

If you'd like to talk to us about an alternative way of applying which makes the process more accessible to you, please let us know.

If you would like a confidential and informal discussion about the position before applying, please email our recruitment team at jobs@theatrebythelake.com and they will be able to organise an informal conversation at a convenient time.

CLOSING DATE

The closing date for application is 10.00am on Tuesday 24th May 2022.

INTERVIEWS

Once the closing date has passed, we'll be in touch to let you know the outcome of your application. If you're invited for interview, we'll let you know when these are and book you in!