

## **Director's Personal Assistant**

**Part time 21 hours/week. 6 month fixed term contract, may be extended**

### **JOB DESCRIPTION**

#### **The Organisation**

Ditchling Museum of Art + Craft is a small cultural venue in the Sussex village of Ditchling. It is an independent museum, registered as a charity. The museum reopened in summer 2013 following a major capital redevelopment project, part-funded by the Heritage Lottery Fund. The museum tells the story of the artists and craftspeople who lived and worked in the village. Ditchling Museum of Art + Craft's permanent collection includes the work of Eric Gill, Frank Brangwyn, David Jones, Ethel Mairet, Valentine KilBride, Charles Knight and Edward Johnston. The Museum receives about 13,000 onsite visitors in a normal a year.

#### **Overall Purpose of the role**

This role will ensure the organisation runs smoothly by supporting the Director/CEO in managing the museum programme and ensuring achievement of organisational objectives through effective scheduling, relationship management and communications.

#### **Key responsibilities**

##### Programme Co-ordination

- Manage the scheduling of the Director's diary and capacity regarding internal and external meetings and events
- Manage the flow of organisational information between departments
- Schedule and circulate information and actions for meetings, including Board and committee meetings.
- Work with colleagues to ensure internal processes are followed appropriately.
- Support the Director by managing collection of evaluation and other data from colleagues and producing analysis and reports for funders.
- When projects are approved and/or funded ensure details are shared with colleagues as appropriate.

##### Administrative Support

- Support the Director's diary to ensure effective time management
- Support the Director's email management
- Produce documents, briefing papers, reports and presentations as required by the Director.

- Liaise with external parties, to ensure effective communication with the Director and act as first point of contact.
- Ensure key documents, records and correspondence are filed or archived effectively
- Attend meetings with Director taking notes as required including Board and Committee minutes
- Proactively prepare and manage communications, working on behalf of Director where appropriate
- Support financial processes as required.
- Carry out any other reasonable duties in line with the post which may be required.

#### Internal Communications & Organisational Effectiveness

- Manage scheduling, agendas and inputs for key internal meetings such as Management Team and All-Staff meetings
- Ensure effective 2-way communication between Director and internal departments
- Champion alignment with organisational objectives and the culture of the organisation
- Play an active role in coordinating staff events,

#### Board Support

- Support the flow of information between the Director, Chair and Board of Trustees.
- Coordinate and prepare board papers for Trustees meetings, ensuring they are timely, well presented and achieve desired objectives.
- Manage arrangements for Board meetings and ensure they run smoothly.
- Carry out any other reasonable duties to support the Chair and Trustees as required

#### Stakeholder Stewardship & Development

- Support the Director and other colleagues to ensure accurate record keeping of contacts on our CRM system
- Ensure effective engagement with partners, stakeholders and fundraising prospects, including coordination of guest lists and follow up for private views and launch events.
- Coordinate communication with key stakeholders working collaboratively with the Communications Manager as needed.
- Work with the Director to support the coordination of cultivation events.
- Work with colleagues to coordinate guest lists for private views, launches and other internally hosted events, sending out invitations, managing RSVPs and tracking attendance.
- Work with the Director to assist with fundraising goals through research, drafting approaches, correspondence, presentations and donor follow-up on behalf of the Director.

## Person Specification

### Skills and experience

We are looking for someone who has:

- Experience in an Executive/Personal Assistant or similar role, including diary management responsibilities
- Held responsibility for the coordination of a team, project or programme, including managing scheduling, information flow and approval processes
- Contact management experience, ideally with knowledge of using a CRM system
- Experience using PowerPoint and Microsoft Word to a high standard, able to produce board- level presentations and edit documentation
- Professional approach to managing key relationships and handling confidential information
- Ability to work well under pressure, ensuring deadlines are met with meticulous attention to detail.
- Excellent organisational skills with ability to multi-task and manage competing priorities
- Proactive mindset, able to anticipate needs and identify and address issues before they arise
- Ability to effectively manage upwards as well as build relationships across the organisation to drive success of the whole museum operation
- A strong commitment to the charitable purpose, work, and values of the museum.
- Flexible approach to hours, able to support board meetings and events which may take place out of normal office hours (estimated to average approx. once per month)

### Additional Information:

**Reporting to:** Director/CEO

**Hours:** Part time (21 hours)

Normal office hours are 9.00-5.30.

Flexible working can be negotiated within reasonable parameters (eg hours could be worked over 3-5 days) and time off in lieu can be taken by agreement with the line manager. Some home working can be arranged by negotiation although the majority of the role would need to be office based.

**Contract period:** Fixed term contract for 6 months from start date, with potential extension.

**Salary:** £25,000 per annum pro rata

**Holidays:** 20 days p.a. plus 8 statutory bank holidays pro rata

**Probationary period:** This post is subject to a probationary period of 3 months.

**Notice period:** 1 month during probationary period, two months thereafter.

*Ditchling Museum of Art + Craft is committed to access, equality and social inclusion. We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.*

### **How to apply:**

Send a CV and a letter of application detailing your suitability for the role paying close reference to the person specification (2 sides of A4 Max), together with the Equal Opportunities Monitoring Form to: [steph@ditchlingmuseumartcraft.org.uk](mailto:steph@ditchlingmuseumartcraft.org.uk). Please save documents using your name and this job role as the title.

Applications must be received **by 5pm on Wednesday 12<sup>th</sup> January 2022.**

Shortlisted candidates for interview will be notified by 5.00pm on Friday 14 January 2022.

Interviews will take place **19<sup>th</sup> or 21<sup>st</sup> January** at Ditchling Museum of Art + Craft, Lodge Hill Lane, Ditchling BN6 8SP. Please let us know if you require any reasonable adjustments at interview.

You can find information about getting to Ditchling on our [website](#).

***Please also complete the Equal Opportunities Monitoring Form. This will be stored anonymously and not used as part of the application process.***