

Job profile

Job title	Executive Assistant
Contract	Part-time – 22.5 hours over 5 days
Band	F
Salary	£23,000 (Pro-rata £13,800)
Location	Home working
Responsible to	Chief Executive Officer
Direct reports	None
Works with	All staff
Date	September 2021

Creative & Cultural Skills

Creative & Cultural Skills works to create a fair and skilled cultural sector by shaping skills, education and employment best practice. We provoke action and enable learning opportunities that drive change and help to build an inclusive skilled sector by: informing and helping the sector respond to changes in the technical education system; helping employers see the benefits of an inclusive workforce; improving understanding and awareness of the career options across the cultural sector, in turn feeding new talent into the workforce and supporting the sector to continue on a course of economic growth and meet diversity ambitions.

For further information, please visit www.ccskills.org.uk

Role overview

This role will provide executive support to the Executive Team and the Board of Trustees to ensure their time can be used effectively to lead and drive the success of Creative & Cultural Skills' charitable objectives.

Key responsibilities

- Provide executive assistance to the Executive Team (CEO & Finance Director)
- Assist the Board of Trustees
- Senior Management Team (SMT) meeting co-ordination

Provide executive assistance to the Executive Team (CEO & Finance Director)

- Diary management and correspondence with internal and external stakeholders
- Assist with preparation for meetings, events and speaking engagements
- Assist with the preparation of briefings, reports and presentations
- Administration of expenses and credit card claims
- Management and booking of travel arrangements and travel reports
- Co-ordination of all-staff meetings and away days

Assist the Board of Trustees

- Assist with the preparation and circulation of papers for the Board of Trustees
- Organise board meetings and ensure they are serviced and well-managed
- Take, prepare, and circulate the minutes of the meeting
- Act as first point of contact for Trustees on administrative queries
- Arrange and oversee Trustee inductions
- Ensure filing and archiving are managed appropriately
- Ensure internal meetings are serviced and well managed

Senior Management Team (SMT) meeting support

- Organising the SMT meetings
- Preparing and circulating the SMT meeting papers, attending SMT meetings to take notes for the action and decision log

Other requirements

- Able to travel within the UK, and to work occasional unsocial hours

This job profile provides a general description and is not intended to be comprehensive. It may be altered from time to time as required for business reasons, to meet the changing needs of Creative & Cultural Skills and its sector.

Person profile: Executive Assistant

	Essential	Desirable
Experience	<p>Experience of working with a wide range of stakeholders</p> <p>Experience of managing diaries on a day-to-day basis</p> <p>Minute taking experience</p> <p>Office administration experience</p>	<p>Experience of working as part of a mobile working team</p> <p>Experience of working in the cultural sector and/or learning & skills space</p> <p>Experience working with board members</p>
Attainments	<p>Ability to use MS Office particularly Outlook, Word, Excel and PowerPoint</p>	<p>Ability to use Microsoft SharePoint and Teams</p>
Special Aptitudes	<p>Excellent verbal and written communication skills and ability to present to groups</p> <p>Able to understand and use database systems</p> <p>Good written English</p> <p>Strong ability to work to tight deadlines</p>	<p>Ability to use social media</p> <p>Previous experience of customer relationship management</p>
Disposition	<p>Collaborative, tactful, diplomatic, empathetic and fair</p> <p>A self-reliant team player – ability to work on own initiative to a high-level brief</p> <p>A ‘can do’ approach with an ability to be flexible</p> <p>Ability to manage and work with high level stakeholders and partners</p> <p>Professional and discreet</p>	
Thinking Style	<p>Ability to be analytical</p> <p>Calm and logical approach to problem solving</p> <p>Ability to think strategically, maintaining a bigger picture overview</p>	