ICA

INSTITUTE OF CONTEMPORARY ARTS (ICA)
JOB DESCRIPTION

Job Title:	Executive Assistant
Reporting to:	Executive Director
Salary:	£18k-£22k pa (contingent upon experience)

Purpose of the Role

This role is vital in supporting the Executive Director and Managing Director to effectively co-ordinate their diaries and activities ensuring the efficient use of time in both a busy and challenging environment. A special focus is to build effective working relations with the Executive, the Council, and the Management Team establishing priorities and adapting to differing needs.

Main Duties and Responsibilities

- To provide executive administrative and secretarial assistance to the Executive Director and Managing Director in all areas of business
- To manage the Directors' diaries to ensure that effective scheduling of time for meetings, events and other activities are coherent, well organised and in accordance with deadlines and workloads
- To book internal and external meetings and keep the Directors up to date with changing meeting arrangements
- To arrange national and international travel for Directors, prepare travel itineraries and ensure that any travel requirements are booked and coordinated appropriately
- To arrange and coordinate the booking and delivery of all Council and Committee meetings
- To assist the Chair in the preparation of Council meeting agendas and papers, and to work closely with the Directors and Management Team to ensure that board papers are prepared in line with standard and timelines set
- To assist the Director of Finance in his function as Company Secretary, including the administration of company registers, annual returns and other corporate filings for parent company and subsidiary companies at Companies House
- To attend Council/Committee meetings and Directors meetings and take minutes in line with the standards set, circulate them and make necessary changes
- To produce and circulate internal/external meeting materials and presentations for Directors
- HR function: To create and manage personnel records for staff, including contracts and attendance records, and assisting the Directors in recruitment and performance procedures
- To be responsible for monitoring the Directors budget and expenses and to manage company credit cards to ensure that invoices are matched to statements accurately and completely

- To prepare periodic reports, including the Arts Council's annual submission, as well as partnership and Council reports
- To assist the Directors in the preparation of the ICA business plan and Arts Council funding applications
- To assist the Directors in drafting internal/external correspondence and responding to emails as and when appropriate and within area of authority
- To take incoming calls on behalf of the Directors ensuring that where possible queries are dealt with and closed and when appropriate messages and information is passed on to the relevant Director
- To deal with invitations to events ensuring that rejections are handled in the appropriate manner
- To assist other departments with the organisation of VIP meetings and events

Person Specification

Essential

- Proven track record as PA to an Executive Team or equivalent analogous experience
- Excellent organisation skills with the ability to co-ordinate peers and senior members of the team
- Excellent oral/written communication skills at all levels
- Calm under pressure
- Able to work without supervision
- A decision maker within their area of authority
- Able to manage conflicting priorities effectively
- Flexible and proactive approach to work within a challenging environment
- Proven ability to deal effectively and appropriately with a wide range of people in a work environment
- Excellent proven IT skills including the ability to format documents to a high presentational standard, Word, Excel and databases

Desirable

- Previous experience of creative or arts environment
- Proven experience of supporting a charity governance structure
- Knowledge of charity law, company law and company secretarial practice