

PA/ADMINISTRATION SUPPORT JOB DESCRIPTION

£22,000 to £24,000 per annum pro rata (dependant on experience)

Part-time, 22.5 hours per week – working days can be negotiated

ROLE SUMMARY

We are looking for a committed and ambitious person to join our team at the Centrala Gallery as part-time Personal Assistant to our Director. The successful candidate will have an outgoing personality, be reliable and well organised with a keen eye for detail. An interest in Central and Eastern European art and culture, or a desire to learn more, would be advantageous.

PURPOSE OF ROLE

- To provide effective administrative support to the Director
- To support, maintain & develop the organisations internal planning and communication methods
- To ensure the office spaces are well stocked and maintained

KEY TASKS & RESPONSIBILITIES

- Support the Director by filtering incoming emails, responding where necessary and highlighting any urgent matters
- Maintain memberships and newsletters attributed to the Director via their emails/inbox
- Manage the day-to-day diary of the Director, ensuring that all meetings, travel and events are clearly added to the diary with all relevant information included
- Schedule reminders within the Director's diary to support the management of deadlines and important diary commitments
- Liaise with the Director to identify future travel plans and make bookings accordingly
- Schedule internal staff meetings, ensure that all of the team are invited to attend, create an agenda in liaison with the Director and take notes during the meetings to then share with all colleagues promptly
- Schedule internal regular one-to-one meetings between the Director/Co-Director and the wider team
- Organise meetings and appointments for the Director as required, this will include communicating with external contacts such as funding bodies, local government associates, community leaders etc.
- Support the Director and wider team by maintaining the office spaces, ensure that workspaces are well organised and that office supplies are ordered & maintained
- Provide support to the Director in the production of project updates for funding reports

- Support the Director in the management of expenses including the ongoing collation of receipts and regular expense form completion
- Coordinate internal team communications
- In liaison with the Director, manage team task allocations through Asana
- General digital and hard copy filing as required
- Support the Director with managing workspace apps
- Support the Director with managing and updating databases

REQUIRED COMPETENCES

- Build effective and productive working relationships with others to ensure efficient and successful operations
- Develop the trust and support of colleagues and line manager
- Minimise interpersonal conflict
- Support the work of the team and be prepared to support others in their work when needed
- Contribute to the maintenance of a healthy, safe and productive working environment for you, your colleagues, visitors and customers
- Adhere to all organisational policies and procedures
- Review workplace assessment of risk
- Manage your work, development and planning to meet deadlines and requirements
- Identify and agree own development needs
- Undertake training as appropriate
- Implement and review a personal development plan
- A good understanding of the arts and cultural sector

Advertised: May 2022

Closing Date: Friday 17 June 2022

Interviews: w/c 20 June 2022

To Apply: Please send a CV and cover letter explaining your interest and suitability for the role to sarah@centrala-space.org.uk