**Job Description**

**Title:** Executive Assistant

**Reports to:** CEO

**Contract type:** Permanent, part time – 18 – 24 hours per week which can be worked flexibly over 3 or 4 days.

**Context:**

Britten Pears Arts is a pioneering music, arts and heritage charity based in Suffolk. It emerged from the determination of composer Benjamin Britten and his partner, singer Peter Pears, to ensure that everyone could enjoy and experience music. Britten Pears Arts aims to continue their legacy to develop talent and engage with communities. Our wide ranging work includes the Aldeburgh Festival, running a world class concert hall and archive, a cutting edge programme of creative health work, the Britten-Pears Young Artist Programme, public access to the Red House, Aldeburgh where they lived, and extensive learning and inclusion work throughout Suffolk and beyond.

The organisation has a long history dating back to when Britten and Pears founded the Festival in 1948. It became Britten Pears Arts in April 2020 when Snape Maltings and the Britten-Pears Foundation merged. The charity has 80 employees, led by CEO Roger Wright, and various income streams totalling approximately £7million. It wholly owns Snape Maltings Trading Limited, a retail and catering company with c.50 fte employees and a turnover, in a normal year, of around £5million. In addition Britten Pears Arts receives income from Britten Estate Limited, the company that collects Britten royalties; from Arts Council England, (Britten Pears Arts is a tier 3 National Portfolio Organisation); and from tickets sales and philanthropy.

**Main purpose:**

The main purpose of the role is to provide general administrative support for the governance requirements of Britten Pears Arts as well as for the CEO, Executive Director, COO and CFO where required. To make all arrangements and prepare all the paperwork for meetings and ensure that they run smoothly.

**Responsibilities**

* Schedule and minute all board, committee and other meetings attended by board throughout the year. Book meeting rooms and refreshments.
* Prepare and distribute all papers for board and committee meetings.
* Provide induction papers to new trustees.
* Answer trustees enquiries and question as required.
* Schedule other adhoc trustee meetings and training as required.
* Submit the annual financial statements to the Charity Commission and Companies House
* Ensure Charity Commission and Companies House details are up to date for all the various entities of Britten Pears Arts
* Minuting any other meetings as required.
* Diary management and email monitoring for the CEO, Executive Director, COO and CFO as required.
* Co-ordination and gathering of data for submission to the Arts Council and other funders.  Working closely with the Data Manager.
* Internal communication – schedule staff meetings, take notes at staff meetings; update staff telephone and email directories;
* Ensure circulation of relevant information, including gathering information for, and sharing, the regular activity notification to all staff.
* Manage the hot seat rota.

Undertake any other task assigned by the Chief Executive

**Person Specification:**

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| **Criteria** | **Essential** | **Desirable** |
| Experience | * Experience gained in a similar role, requiring initiative, high levels of accuracy and confidentiality.
* Experience of working with a senior leader or group of leaders.
* Minute taking
 | * Experience of working with a board
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| Skills/knowledge | * Excellent IT skills – proficient with Microsoft, in particular Word (eg: can use mail merge, create indexed documents), Excel, Outlook and Sharepoint
* Excellent organisational skills – can prioritise multiple tasks appropriately
* High standard of written English required
* Good interpersonal skills including the ability to communicate with a wide range of people
 | * Knowledge of Spektrix
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| Ability/aptitude | * Excellent attention to detail.
* Ability to communicate clearly and effectively at all levels – can combine being assertive with empathy.
* Ability to work under pressure and adhere to strict deadlines.
* Ability to work independently to manage time and prioritise work.
* Able to learn and apply new programmes quickly and easily as required.
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| Special requirements | * High degree of commitment and flexible approach to working hours
* High degree of integrity including the ability to maintain confidentiality as necessary
* Flexibility to attend Board and other meetings. (These are currently taking place via zoom but may require attendance in London if/when in-person meetings resume.
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