



## JOB PROFILE and PERSON SPECIFICATION

Job Title: Executive Assistant to the Director (Chief Executive)

Reports to: Director (Chief Executive)

Hours: 30 hrs per week,  
flexible

Contract Type: Permanent

Salary: £26,000 - £30,000 pa (pro rata) dependent upon experience

### ABOUT WATTS GALLERY TRUST

Watts Gallery Trust is an independent charity established in 1904 to manage the legacy of George Frederic Watts OM RA, one of the leading artists of the nineteenth century. Today, Watts Gallery Trust is an Arts Council England National Portfolio Organisation that oversees Watts Gallery - Artists' Village. Consisting of Limnerslease, the former home of artists G F Watts and Mary Seton Watts, the Grade I listed Watts Cemetery Chapel, designed by Mary Watts, the Pottery Building that formerly housed the Compton Potters Arts Guild, and Watts Gallery established in 1904 as the UK's first single artist museum, the Artists' Village is a leading regional visitor attraction. The Trust delivers an ambitious and far-reaching engagement and learning programme in prisons, in the local community and onsite, working to deliver our founders' Art for All ethos with some of the most vulnerable in society. It also manages the Artist's Studio Museum Network of 157 artist's studio museums across Europe, and the thriving Watts Gallery - Artists' Village, which is located in Compton, outside Guildford across 18 acres of Area of Outstanding Natural Beauty.

### JOB SUMMARY

Watts Gallery Trust has an exciting opening for the role of Executive Assistant to the Director. As the museum enacts its coronavirus recovery plans and delivers its masterplan programme over the coming years, we are looking for someone who is flexible and enjoys working in a leadership support role in a fast-paced and changing environment. Working at the heart of a thriving cultural institution you will provide dedicated support to the Director and by extension to the Board of Trustees and sub-committees. You will be responsible for ensuring that the Director, with whom there will be daily face-to-face contact, receives a high standard of support and assistance. You will be required to represent the Director's views to internal and external stakeholders, including all levels of staff, senior stakeholders, partners and major supporters. You will work proactively to support the priorities and objectives of the Director with direct responsibility for diary management as well as ad hoc support for Senior Management Team meetings, as required.

## KEY ACCOUNTABILITIES

- Manage the Director's diary appointments, communication systems (e-mail, phone, paper based), electronic and paper filing systems, correspondence and expenses.
- Co-ordinate a complex series of governance and Trustee meetings, including circulation of papers and minute-taking
- Arrange and manage formal and ad hoc meetings on behalf of the Director
- Prepare succinct and accurate minutes directly after meetings.
- Communicate for and on behalf of the Director to staff, trustees, committee members, supporters and stakeholders.
- Project management of the Annual Report (Trustees' Report).
- Monitor and update governance policies and procedures
- Support the Director with HR policies and procedures
- Prepare correspondence on behalf of the Director, including papers and reports.
- Accurately proofread and format documents, ensuring use of charity branding.
- Regular liaison with and responsibility for the induction of trustees, committee members and the Director's line reports.
- General administrative support.
- Accurately maintain Customer Relationship Management databases, spreadsheets, and records with information on the Director's meetings and communications.
- Undertake any other duties commensurate with the role, as required.

## PERSON SPECIFICATION

### Skills & Experience

- Significant experience as an Executive Assistant to a Director or Chief Executive in a large or complex organisation, ideally within the arts or charitable sectors.
- Experience of minute taking and proof reading.
- Ability to understand the needs and priorities of the Director and to anticipate and plan effectively.
- Strong attention to detail and high standards of general accuracy.
- Consistently high level of responsiveness, tact and diplomacy and ability to maintain confidential information.
- Highly proficient MS Office skills, with good document preparation, records management and ability to adapt to new technology.
- Excellent oral and written communication skills and confidence in dealing with a diverse group of regional, national and international stakeholders.
- Ability to take responsibility for tasks and situations and can work independently and unsupervised.

### Personal Attributes

- Ability to work independently and collaboratively under pressure in a fast-paced and changing environment.
- Ability to problem solve, prioritise effectively and self-manage workload.
- Flexible and adaptable with the ability to anticipate requirements and plan effectively.
- Highly organised and efficient.
- Resilient under pressure.
- A team player who enjoys supporting the effective management of a wide variety of strategic goals and tactical issues.

**Recruitment Timeline:**

To apply, please complete the attached application form and equality and diversity monitoring form and send them to Sharon Humphries at [s.humphries@circle-hr.co.uk](mailto:s.humphries@circle-hr.co.uk) by 12pm on Monday 23 August 2021. In your application, please also include where you saw the role advertised or found out about the position.

Socially-distanced first and second interviews will take place on Wednesday 1 September and the afternoon of Wednesday 8 September at Watts Gallery – Artists' Village. Please let us know within your covering e-mail if you require any adjustments to the interview process.

Watts Gallery Trust is committed to addressing inequality in the arts and ensuring equality of opportunity in employment. We consider diversity a strength and are keen to make our workforce more representative of different backgrounds and experiences. We strongly encourage applications from people who identify as Black, Asian or minority ethnic, young, disabled, LGBTQI+, working class, or living or working in areas of socioeconomic deprivation in our region.