



JOB PROFILE and PERSON SPECIFICATION

Job Title: Executive Assistant to the Director

Reports to: Director (Chief Executive)

Hours: 37.5 per week, flexible

Contract Type: Permanent

Salary: £24,000 - £28,000 pa 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 over 150 artist's studio museums across Europe, and the thriving Watts Gallery - Artists' Village, which is located in Compton, outside Guildford on 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 delivers its masterplan programme over the coming years, we are looking for someone who is flexible and enjoys working 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 advice. 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 have direct responsibility for the Director's diary and provide occasional support for Senior Management Team meetings, as required by the Director. You will work proactively to support the priorities and objectives of the Director.

KEY ACCOUNTABILITIES

- Management of the Director's diary, communication systems (e-mail, phone, paper based), electronic and paper filing systems, and managing correspondence and expenses, including making business travel and accommodation arrangements as required.

- Responsibility for monitoring and updating governance policies and procedures and providing HR support in liaison with the outsourced HR services supplier.
- Attendance at meetings and provision of comprehensive minutes in a timely fashion.
- Prepare and/or draft correspondence on behalf of the Director, including papers and reports.
- Responsibility for the collation, preparation and publication of the Annual Report (Trustees' Report).
- Accurately proofread and format documents, ensuring use of charity branding, styles and fonts.
- Maintain Customer Relationship Management databases, spreadsheets, and records to a high degree of accuracy.
- Arrange and manage formal and ad hoc meetings on behalf of the Director (i.e. book rooms, equipment and the catering provision, contact attendees, put together delegate packs, send out agendas/papers, invitations, etc.) and act as a meeting host (greeting visitors on arrival and responding to their requests for assistance).
- Regular liaison with and responsibility for the induction of trustees, committee members and Director's line reports.
- Cover the Gallery switchboard and post room services and undertake other general administrative support activities, when required to do so.
- Office administration including responsibility for office supplies and first-response IT support via the outsourced IT supplier.
- Provide assistance at Gallery events, both on and off site.

PERSON SPECIFICATION

Skills & Experience	<ul style="list-style-type: none"> • 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 providing administrative support to a director and senior managers including note taking and proof reading. • Ability to understand the needs and priorities of the Director and to anticipate and plan effectively. • Strong attention to detail, accurate typing and minute taking at meetings and high standards of general accuracy. • Consistently high level of responsiveness, tact and diplomacy. • 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 unsupervised.
Knowledge & Qualifications	<p>A degree level or equivalent education in the arts or humanities is desirable.</p>
Personal Attributes	<ul style="list-style-type: none"> • Able to work under pressure in a fast-paced and changing environment. • Able to problem solve, prioritize effectively and self-manage workload.

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| | <ul style="list-style-type: none">• Flexible, adaptable and able to anticipate requirements and plan effectively.• A confident and effective communicator.• Comfortable working with a wide range of stakeholders.• 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. |
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RECRUITMENT TIMELINE

To apply, please send your CV and a supporting letter outlining your suitability for the role to Katie Smith, Executive Assistant to the Director, at katie.smith@wattsgallery.org.uk by 12pm on Friday 3 April 2020. In your application, please also include where you saw the role advertised or found out about the position.

First interviews will take place on Wednesday 15 April and second interviews on the afternoon of Friday 24 April.

Watts Gallery Trust is fully committed to equality and diversity and welcomes applications from all sections of the community. We actively encourage BAME and disabled applicants and value the positive impact difference has on our teams.