



Executive Personal Assistant

Contract Type: Permanent

Hours: 37.5 per week (flexible approach to working hours)

Salary: £24,000 – 26,000 per annum dependant on experience

Reporting to: CEO

A new and exciting opportunity has arisen to support the Executive Team at The Silverstone Experience, a new visitor attraction opening summer 2019.

Summary of The Silverstone Experience

Silverstone has been synonymous with motor racing since the mid-20th century. It is now one of the most famous sporting venues in the world. However, Silverstone has a much wider story to tell and its place in history was established well before the circuit was even constructed. The Silverstone Experience will tell the ‘whole’ Silverstone story – one that can only be experienced by visiting the site itself and interacting with the multi-layered stories that are woven into the fabric of the modern racing circuit.

Through the creation of The Silverstone Experience as a centre of focus and understanding, with extensive exhibition spaces, a Collections and Research Centre, Learning Studio and a series of site tours, programmes and activities, the heritage of Silverstone can reach a far wider audience than before and ultimately cement its position as the centre for British motor sport heritage.

The project will open in the summer of 2019 and is set to attract over half a million visitors in its first twelve months of operation.

The project vision is to bring the extensive heritage of Silverstone and British motor racing to life through the creation of a dynamic, interactive and educational visitor experience.

Job Description

Job Purpose

To provide executive support the CEO, Director of Collection, Exhibitions and Learning and Head of Commercial Operations.

Key Responsibilities

- Act as the first point of contact for the Executive team, dealing with correspondence and filtering incoming telephone calls and use discretion to decide on the appropriate course of action and whether to refer to other relevant personnel
- Manage the diary of the CEO and organise meetings and appointments for the Executive team
- Arrange and book travel, transport and accommodation and arrange any other elements as required for off-site visits

- Effectively manage the needs of the Executive Team through efficient time management and strong communication skills
- Organise and administer the arrangement of SHL board and management meetings and record minutes that are to be disseminated in a timely manner following the meeting
- Provide reminders of important tasks and deadlines
- Type, compile and prepare reports, presentation and correspondence
- Manage office filing system, order of stationery, and other general office management duties
- Implement and maintain procedures/administrative systems
- Collate and file expenses claims
- Undertake any other duties as may be reasonably requested by the line manager
- Actively follow all SHL policies.

Person Specification

Selection Criteria	Essential (E) Or Desirable (D)	Where Evidenced Application (A) Interview (I) Reference (R)
Qualifications		
Educated to A level standard, preferably with Secretarial/PA qualifications	E	A
Typing RSA Stages 1 & 2	D	A
Shorthand/speedwriting 75wpm	D	A
Experience, Knowledge and Skills		
At least 3-4 years previous experience of working in a similar post or at Board level	E	A, I
High levels of prioritisation, time management skills and attention to detail	E	I
Be able to work with a large amount of autonomy	E	I
Great communication and people skills	E	I



Excellent IT skills with working knowledge of Microsoft Word, Excel, PowerPoint and Outlook	E	A
---	---	---

Essential Requirements are those, without which, a candidate would not be able to do the job.

Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

To apply please send a covering letter including your salary expectations and current notice period with your updated CV to recruitment@silverstone-experience.co.uk by 12 noon on Wednesday 12th June. Interviews to be held the weeks commencing 17th and 24th June.