

**PERSONAL ASSISTANT TO THE DIRECTOR AND OFFICE MANAGER**

Sir John Soane’s Museum is the brilliant creation of a great architect, Sir John Soane (1753-1837), whose atmospheric house-museum displays his collection of antiquities, furniture and paintings as it was left at the time of his death in 1837.

As the PA to the Director you will play a vital role in ensuring that his diary and travel is managed seamlessly and you will support the management and prioritisation of his incoming email, post and telephone calls. You will be someone who is reliable and efficient, with an optimistic and engaging personality, and with energy and charm - to enable the Director and his colleagues to meet the Museum’s objectives and to build successful relationships with the Museum’s external partners. The PA to the Director is essential for providing a friendly and professional point of call for the Museum’s key external contacts. The role requires excellent organisational, time management and communications skills to proactively deal with conflicting demands and to manage numerous relationships with the appropriate degree of confidentiality, sensitivity and discretion. Enthusiasm for the Soane and familiarity with the Museum world would be a significant advantage.

You will also be the Museum’s Office Manager, which is very important in ensuring that the day to day business of the Museum runs smoothly. You will be responsible for all administrative functions (telephone, post, servicing meetings – including making tea/coffee and washing up, etc.), , liaising with the Museum’s IT and telecom providers, providing IT support to staff, taking minutes at meetings, collating papers for Trustee Board Meetings, and proactively supporting heads of department and other staff.

**Purpose of the role**

**Key Responsibilities:**

1. PA to the Director

* Monitor Director’s phone
* Respond to emails, letters and invitations, on the Director’s behalf
* Manage the Director’s diary, arranging national and international travel
* Assist the Director with the preparation of presentations and reports
* Meet and greet visitors
* Take minutes for Senior Management Team meetings, and organise their 121s with the Director

2**.** Support to the Board of Trustees

* Manage the Chairman’s post and provide administrative support as required
* Set Trustee meeting dates annually in consultation with Director and Trustees ensuring that the timetable of fixed annual agenda items is maintained as appropriate
* Prepare Trustee meeting papers for sending out electronically and by post prior to meetings (4-5 meetings per annum) in consultation with the Chairman, Director and other senior staff as appropriate.
* Take the minutes of all the meetings of the Trustees including committee and sub-committee meetings.
* Arrange induction and paperwork for new Trustees and maintain the Register of Interests
* Arrange off-site Trustee meetings and events

1. Office Manager

* Be the main point of contact for all telephone and email enquiries from the general public, updating phone system and Museum voicemail messages.
* Run the office and maintain the filing systems
* Distribute incoming post. Send out post daily taking to the post office or the post box as required. Maintain the franking machine.
* Order office supplies including IT software and hardware, stationery, printer and photocopier cartridges, stamps, office furniture, crockery, etc.
* Make travel arrangements including flights, taxis and accommodation as required for staff, the Director and Trustees, including international travel.
* Order catering for the Museum, including tea and coffee for the staff kitchens and lunches for meetings.
* Arrange student photography passes in cooperation with the Conservation Department and Head of Operations
* Arrange away-days, staff outings/staff functions (for example, Christmas party – organising catering, guest list etc.) and organise staff or Trustees’ leaving parties/collections/gifts as required.
* Be the lead organiser for Curatorial Breakfasts. This includes maintaining the invitation list and ensuring it is kept up to date, organising the printing and posting of invitations, maintaining the rsvp list and organising all refreshments for the event.
* Training/induction for new staff: assist as required with organising induction, accommodation, computer set-up and staff passes and train staff in use of the Outlook system and other office systems/procedures.
* Cezanne HR Database – act as back up administrator and deal with urgent queries in the absence of the HR Officer.

**Person Specification**

Essential knowledge/skills

* Experience in a PA role
* Educated to degree level or equivalent
* Experience of general administrative work and diary management
* Ability to take accurate minutes of meetings
* Good knowledge of Microsoft Office and databases with advanced Word skills
* Ability to draft letters
* Strong organisational skills with the ability to identify priorities, problem solve and act on own initiative

Desirable

* Experience of working in the charitable or Museum sector with an understanding of the relationship between organisations and the government
* Enthusiastic about, and interested in the work of the Museum
* Experience supporting Committees and Trustees
* Knowledge of charity or heritage sector governance

Personal attributes

* Confident, friendly and outgoing manner
* Ability to work with discretion and keep confidentiality
* Flexibility to take on other tasks as required from time to time.

**Hours of Work**: Monday – Friday, 9.30am-5.30pm (plus 4 Saturdays or Sundays a year)

and the occasional evening meeting.

**Salary and Benefits:**

Civil Service pension scheme

Season Ticket loan

**Salary:** £28,000 p.a.

**Annual Leave:** 26.5 days plus bank holidays and Christmas Eve

Applications in writing (a full CV and a supporting letter), together with the names and addresses of two referees, should be sent by email to [recruitment@soane.org.uk](mailto:recruitment@soane.org.uk)

The closing date is Monday 23 September 2019 at 10.00am

Interviews will be held on Tuesday 1 October 2019