

South East Dance - Recruitment Pack



Executive Assistant

Thank you for your interest in the role of Executive Assistant at South East Dance. Within this pack you will find an introduction to South East Dance; a job description and person specification; and details about how to make an application. You will also find attached an application form and a monitoring form.

Please note the deadline for applications is **Wednesday 6th December 2017 at 10am** with interviews for shortlisted applicants on **Wednesday 13th and Thursday 14th December 2017**.

If you would like an informal conversation about the role prior to submitting your application please contact jon.singleton@southeastdance.org.uk.

How to apply

To apply for the post, please complete the **application form** attached; and provide a **cover letter** explaining why you are interested in this role and how your experience and skills match the person specification. Please return these to jon.singleton@southeastdance.org.uk by **10am on Wednesday 6th December 2017**. Please complete our online recruitment monitoring form, which can be found here: https://www.surveymonkey.co.uk/r/SED_monitoring_recruitment

South East Dance values and promotes diversity and is committed to equality and opportunity for all. All employees are required to comply with and actively promote our Equality policy, and no job applicant or employee will receive less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnerships, pregnancy and maternity, race, religious belief, gender, sexual orientation, class or socio-economic background, trade union activity or political activity or opinion.

If you would like to submit your application form and cover letter in another format we would be happy to accommodate this. Please contact **Josephine Roulet** on **01273 696 844** or josephine.roulet@southeastdance.org.uk to discuss a suitable alternative. South East Dance has made a commitment that all disabled applicants who meet the essential criteria for this role will be invited to interview. Please be sure to let **Josephine Roulet** know if you have any access requirements.



South East Dance - Our Organisation

South East Dance plays a national leadership role in the development of dance. We deliver an ambitious programme that encourages curiosity, discovery and risk-taking, supporting artists to create inspirational new work and empowering local communities to engage with dance.

South East Dance is a registered charity with an office base in Brighton, although we work across South East England and beyond to get more people involved in and excited about dance. In 2016/17 we engaged 88,000 people with our work and supported the development of over 600 professional artists.

As a National Portfolio Organisation we receive core funding from Arts Council England and in addition we receive investment from a growing portfolio of trusts, foundations, corporate partners and individual donors. Having grown exponentially in the last 10 years we now have an annual turnover of circa £800k, which is projected to increase to £1.04million by 2021/22. We currently employ 16 people working within three teams – Programming; Development & Communications; and Operations. In addition we provide work for an increasing bank of freelancers, apprentices and placements.

Underpinned by a vision to support the development of bold and progressive dance that impacts on people from all walks of life, we have grown a reputation for innovation within the dance sector. Many of our projects have led the way including our pioneering work with dance and film; our dramaturg in residence initiative – the first of its kind in the UK; and the use of dance to support health and wellbeing including a falls prevention programme for older people and activity that uses dance to support women in rehabilitation from substance misuse.



As we prepare to celebrate our 21st birthday, we are currently embarking on our most ambitious project to date - the creation of *The Dance Space*. Comprising of three state-of-the-art studios, a studio theatre, creative industries work space and artists' accommodation. Until now we have not had a dedicated space to support and deliver our growing programme. *The Dance Space* will not only help us broaden our reach significantly, but is also central to ensuring our long-term sustainability. As a £6.59million new build, we are delighted to have secured nearly 97% of funds required, with a target of £203k to raise by March 2019 to ensure that building meets our required specification. Construction is underway, and we are looking forward to opening the doors of *The Dance Space* in 2020.

South East Dance – Executive Assistant

The Executive Assistant is a key position reporting to the Executive Director, responsible for supporting the work of the senior leadership and management teams by providing exceptional administrative and organisational assistance and playing a pivotal role in ensuring smooth flow of communication across the organisation. The post holder also supports the Board through the organisation of their meetings and minute taking.

JOB DESCRIPTION

Job Title:	Executive Assistant
Responsible to:	Executive Director. Working closely with CEO/Executive Director, Programme Director and Assistant Accountant
Terms:	2 year fixed term contract. Full-time post – 37 hours per week (0.8 p/t will be considered for exceptional candidate)
Holiday Entitlement:	22 days per annum plus Bank Holidays and 3 concessionary days between Christmas and New Year. An additional 3 days annual leave per annum accrued based on length of service
Notice period:	6 weeks
Probationary Period:	Two months

Office Base: South East Dance offices, Central Brighton

Salary range: £18,000-£20,000

Benefits: 3% company contribution to auto-enrolment pension scheme, Flexible working, and bicycle loan scheme

PURPOSE OF POST

Through your ability to be highly organised, proactive and have exceptional time management you will ensure the smooth running of South East Dance. You will work with a wide range of people across the team, the Trustees and external stakeholders.

You will provide efficient PA support to the CEO/Artistic Director, whilst also supporting the Executive Director and Programme Director.

You will co-ordinate, set up and minute Board meetings and Finance and Audit sub-committee meetings. This equates to 10 meetings per year and will require some early evening working.

CORE DUTIES

Personal Assistant to the CEO/Artistic Director

- Organise and maintain diary and arrange meetings
- Arrange travel, visas and accommodation, manage travel itineraries, and compile credit card expenses
- Carry out background research for the CEO/Artistic Director and produce documents/reports as necessary
- To undertake ad hoc tasks to support as requested

Office Administration

- To be a welcoming and professional primary point of contact for South East Dance. Meet and greet visitors at all levels of seniority
- Office administration including opening and distributing the post, managing the company email accounts. Maintaining general filing and administrative systems and procedures. To ensure all stocks of refreshments and stationary are maintained. Ensuring that the whole team contribute towards keeping the office clean and tidy.

- To act as the primary point of contact for the organisation basis through phone, e-mail and letter, including updating voicemail announcements and taking messages; checking and responding to e-mails and post.
- To ensure smooth running of IT, answering queries, reporting problems to IT consultant, ensuring issues are followed up on.
- Assist in ensuring contacts on CRM system are kept up to date.
- Organise all staff meetings and staff events under the direction of CEO/Artistic Director or Executive Director.

HR Support

- To assist the Executive Director with the maintenance and update of personnel details and information for staff as directed, including organisational records, contracts and financial paperwork.
- To assist Communications team with recruitment campaigns and line managers with recruitment process
- In conjunction with line managers carry out inductions for new staff

Financial administration

- To stamp and code invoices, gain authorization from correct signatories and update income/expenditure records.
- To oversee procedures for petty cash and paying in cash/cheques.
- Process all staff credit card statements.

Other

- Contribute actively to the overall activity of South East Dance, providing general assistance to colleagues as required
- Oversee the co-ordination of all archiving and recycling
- Organise complimentary tickets with venues in accordance with the Programme Director.
- To be responsible for office health and safety, including first aid and fire safety.(training will be provided where needed)

PERSON SPECIFICATION

Essential

- 12 months+ previous experience in a similar role
- Excellent organisation skills
- Good computer skills: high level of competence in Word, Excel, Outlook
- Highly literate and numerate
- Competent at balancing a range of different demands and the ability to prioritise
- Minute/note taking skills
- Able to use initiative to solve problems and answer queries.
- Good proof reading skills
- Strong motivation to work in dance/arts administration
- Excellent inter-personal skills: ability to relate to a wide group of people in a professional manner
- Able and willing to work some evenings and occasional weekends

Desirable

- Experience in basic first aid and fire safety procedures (training will be provided)
- Interest in contemporary arts