

BUXTON OPERA HOUSE & PAVILION ARTS CENTRE

JOB DESCRIPTION

PERSON SPECIFICATION

Job Title: Executive Assistant (EA) to the Board of Trustees

Reporting to: Deputy Chief Executive/Company Secretary

Position Summary

To provide high level administrative support to the Board Chair, Committee Chairs, and Company Secretary in ensuring the smooth functioning of the Board and associated Sub- Committees. Ensuring meetings are effectively organised, planned and accurately minuted, effective records and administration are maintained, communicate and correspond on behalf of the Board as well as effectively organising and making administrative arrangements for Trustee training events and other relevant activities.

JOB DESCRIPTION

KEY ROLE RESPONSIBILITIES

Ensuring Board and Committee meetings are effectively organised and minuted

- To ensure arrangements for meetings are met, including organising dates and venues, refreshments, and any arrangements for video conferencing, liaising with the Deputy Chief Executive.
- To liaise with the Board Chair, Committee Chairs and the Company Secretary to plan meetings.
- To prepare agendas in consultation with the Board Chair, Committee Chairs, CEO and Company Secretary.
- To collate and circulate agendas and any supporting papers to the board/committee members at least one week in advance of meetings.
- To ensure that Board reports / business cases from SMT are received in good time to be circulated.
- To attend and minute meetings, then circulate the draft minutes to the relevant Chair for sign off, in liaison with the Company Secretary.
- To ensure that the Chair of the relevant meeting signs the minutes once they have been approved.
- To draft the Action Log for each meeting and check that Board/committee members and staff have carried out action(s) agreed.
- To circulate agendas and minutes of any special or extraordinary general meetings.

Maintaining effective records and administration

- To file minutes and reports appropriately.
- To maintain the Board calendar and forward work programmes for Board and Sub Committee(s).
- To maintain the Company's Articles of Association, Matters Reserved for the Board and Committee Terms of Reference.
- To update records as required following meetings (e.g. Risk Register)

- To maintain a clear filing system in all formats.
- To assist in updating the schedule of Compliance with the Corporate Governance Code.
- To assist the Company Secretary with governance matters including annual Board evaluation.
- To keep a diary of future activities, and ensure they are effectively communicated to the relevant Board members in advance.
- To maintain Board Policies and Procedures including the Board Code of Conduct, Register of Interests and Gifts and Hospitality Register.

Communication and correspondence

- To maintain an excellent working relationship with the Chair, Board members, Company Secretary, CEO and Senior Management Team.
- To respond to Board correspondence as required in liaison with the Board Chair.
- To file all Board/Committee correspondence received, and copies of replies sent.
- To keep a record of the Company's policies and procedures that require Board approval and ensure that review dates are adhered to.
- To make relevant filings at Companies House and the Charity Commission, including appointments, resignations and Annual Report & Accounts.
- To assist in the preparing of a Chair's report for the year for the Annual Report and accounts.

Organisation & administration of Trustee specific training / other Activities

- To inform Trustees of available relevant training courses/other activities
- To organise attendance at training courses/other activities for Trustees
- To maintain a record of Trustee training attended

Other Key Tasks

- To undertake any other duties directed by the Board and within the scope of this post.

It is a requirement of Buxton Opera House that all staff work in a flexible manner compatible with their role and in line with the objectives of the company. The postholder may be required to work weekends and evenings from time-to-time. Please note the job description for this position may be reviewed and amended to incorporate future business needs.

Person Specification

Business Skills

- Demonstrates an analytical and methodical approach to problem solving.
- Absorbs and applies technical information.
- Excellent IT skills particularly Word, XL and Zoom/Teams.
- Ability to communicate effectively, and work with people at all levels.
- Has a thorough understanding of the job and how own role relates to other roles and to the business of the employer.

Complexity

- Has defined areas of responsibility.
- Uses discretion in identifying and resolving complex problems.
- Performs a broad range of work, sometimes complex and non-routine, in a variety of environments.

Autonomy

- Accountable for delivering assigned tasks within broader projects or functions.

- Operates as a competent professional with minimal supervision.
- Can easily determine when work should be escalated to a higher level.

Experience

Essential:

- At least 3 years previous PA or EA experience working at a senior level.
- Computer literate (Word, Excel, Powerpoint etc).
- Ability to handle and maintain confidential information with discretion
- Ability to organise own and others' time
- Strong planning and organisational skills with close attention to detail.
- Strong communication skills both written and verbal.
- Educated to A level equivalent or beyond.

Desirable:

- Experience of Charity Governance.
 - Board administration experience.
 - Experienced minute taker.
-