

**TITLE:** Executive Assistant

**DEPARTMENT:** Chief Executive

**RESPONSIBLE TO:** CEO

**HOURS:** 18 hrs per week.

**PAY:** £15 per hour (£14,040 p.a. + benefits)

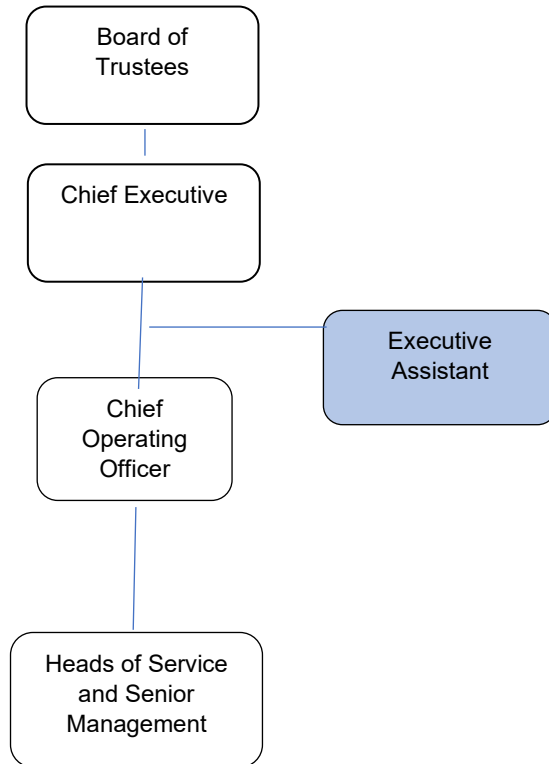
**LOCATION:** Portsmouth Guildhall, Guildhall Walk, Portsmouth, PO1 2AB

**Purpose of the Job**

The Executive Assistant provides high-level administrative and organisational support to the CEO and COO to ensure the effective management of executive priorities, communications, and operational coordination.

The role acts as a key liaison between the executive team, senior managers, board members, and external stakeholders. The Executive Assistant plays a critical role in ensuring the smooth running of executive operations, supporting governance processes, and helping to manage the flow of information across the organisation.

**Organisational Chart**



## **Principle roles and responsibilities**

Tasks will include, but not limited to:

### **Executive Support**

- Provide comprehensive administrative support to the CEO and COO, including diary management, scheduling meetings, coordinating appointments and some occasional minute taking.
- Manage complex calendars and prioritise commitments to ensure efficient use of executive time. Liaising with Board members, scheduling a range of sub-committee meetings and support with the required reports and paperwork.
- Work with the CEO and COO to prepare quarterly reports, monitoring and evaluation materials, liaising with senior management across the organisation.
- Screen and prioritise incoming communications, responding or redirecting as appropriate.
- Supporting tasks and projects as and when required.

### **Governance and Board Support**

- Coordinate Board and Committee meetings, including preparation and distribution of agendas, papers, and minutes.
- Ensure governance documentation is maintained and distributed in accordance with organisational procedures.
- Track actions from Board and Executive meetings to ensure timely follow-up.

### **Strategic and Operational Coordination**

- Support the CEO and COO in coordinating organisational priorities and strategic initiatives.
- Assist in monitoring progress on key projects and organisational objectives.
- Coordinate cross-departmental communication and follow-up on executive actions.

### **Stakeholder Management**

- Act as a key point of contact for internal and external stakeholders on behalf of the CEO and COO.
- Build and maintain effective relationships with board members, partners, and senior staff.
- Manage confidential and sensitive information with discretion and professionalism.

### **Event and Meeting Management**

- Organise executive meetings, events, and visits, including logistics, agendas, and supporting materials.



- Ensure all necessary arrangements are in place for internal and external engagements.

### **Administrative and Operational Support**

- Maintain accurate records and filing systems.
- Support the preparation of reports, organisational updates, and presentations.
- Assist with travel arrangements for the executive team.

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### **Other**

The role is based at The Guildhall Trust's Offices at Portsmouth Guildhall and will be predominantly daytime across a standard working week. The Trust offer an excellent benefits package including a health scheme and 25 days holiday a year (pro rata).

### Person Specification

This acts as a selection criterion and gives an outline of the type of person and characteristics required to do the job.

**Essential:** without which the candidate would be rejected

**Desirable:** useful for choosing between two good candidates

Attribute	Essential	Desirable
Experience	<p>Proven experience as an Executive Assistant or senior administrative professional supporting senior leaders.</p> <p>Experience of supporting a senior team in a challenging, competitive and dynamic environment.</p>	<p>Experience supporting Boards or governance structures.</p> <p>Experience in the arts, events, cultural, or public sector.</p> <p>Project coordination or programme support experience</p>
Skill and personal attributes	<p>Excellent organisational and time management skills with the ability to manage competing priorities.</p> <p>Strong written and verbal communication skills.</p> <p>Ability to handle confidential information with discretion.</p> <p>High level of attention to detail and accuracy.</p> <p>Strong IT skills, including Microsoft Office (Word, Excel, PowerPoint, Outlook).</p> <p>Highly organised and proactive.</p> <p>Professional and confident communicator.</p> <p>Strong interpersonal skills with the ability to build relationships at all levels.</p> <p>Flexible and adaptable with a positive, solution-focused approach.</p> <p>Able to work independently and exercise sound judgement.</p>	



Education & training	GCSE English and Maths	
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## DIVERSITY COMMITMENT

The Guildhall Trust is committed to promoting equalities and celebrating diversity and we welcome applications from people from diverse and underrepresented backgrounds.

If you would prefer to submit your application by video or through a different format or have any other questions surrounding access requirements, please feel free to get in touch with us.

**We are committed to offer an interview to candidates with disabilities, providing they meet the minimum requirements of the job role. Please let us know via the optional Equal Opportunities and Monitoring Form.**

**Please let us know when submitting your application if you have any access requirements.**

### Context

The Guildhall Trust (GHT) has established an excellent reputation as one of the south of England's leading cultural organisations through its flagship venue, Portsmouth Guildhall and it's sister venue The White Rock Theatre, Hasting. Our vision is that of an innovative and inspirational cultural organisation which places its communities at the centre of everything it does, inspiring, entertaining and transforming lives. Our core purpose is 'to deliver inspirational opportunities so that people want to engage with culture and the creative economy'.

GHT was established in 2011 to take over the running of the Guildhall and the Trust was formed, becoming a registered charity in 2013.

Portsmouth Guildhall is Concert Hall and conferencing centre, which hosts a world-class programme of music, comedy, dance, drama and family shows, conferences, meetings and events. The Trust has developed an extensive learning and participation programme and produces and promotes its own events, including Dance Live!, Portsmouth Comic Com and Games Fest. The renovation of the Guildhall and our Renaissance programme has seen some major changes and additions to the Guildhall including a new Studio in 2018, new toilets and The Base, a creative space for young people. The venue is also one of the leading Conferencing centres on the South coast offering a unique selection of rooms for hire and is licensed for weddings.

The White Rock Theatre is a large scale, 1055 seat venue, with a large 250 capacity studio. It provides a mixed programme of music, comedy, musicals, pantomime and entertainment. Like the Guildhall it also has a strong conferencing and meetings offer as well as a successful programme of learning and participation.



**To apply: please send CV and a covering letter, detailing how you meet the person specification for this position.**