



Job Description

Job Title: Executive Assistant to Leadership Team

Responsible to: Chief Executive Officer

Working closely with: Chief Operating Officer
Communications & Special Projects Director
Development Director
Director of Creative Learning & Engagement
Programme Director

Bristol Beacon

Bristol Beacon is a music charity, renowned venue and award-winning music education hub. We're here to help make space for music every day, with everyone. We do this through a remarkable programme of live music performance, participation and education. Our vision is to unite people through the joy of live music and believe that doing so has the power to create a better society for all of us.

Part of Bristol's cultural heritage for 150 years, Bristol Beacon has hosted some of the world's greatest musicians from Ella Fitzgerald to The Beatles to London Symphony Orchestra. We strive to be a symbol of hope and community, a focal point for music and a place of welcome, warmth and light.

Operated by Bristol Beacon since 2011, in 2018 we embarked on a major capital transformation of our venue to create a world-class concert hall for the city and region, with accessibility and inclusion at its core. Hailed as one of the most significant investments in cultural infrastructure in the UK in recent times, we reopened in November 2023 with a programme that included landmark commissions, celebrations of Bristol artists and performers, star names in music and comedy, and a blockbuster Orchestral season. With an ambitious ongoing programme of concerts, gigs, festivals, conferences and more, and with new spaces dedicated to education and talent development, we anticipate hosting 800 events and welcoming 400,000 visitors per year from across Bristol, the Southwest and internationally.

As an organisation we are equally and increasingly recognised nationally for our work to grow music education and participation. We have developed our creative learning and engagement work on an unparalleled scale. Our specialisms include working with underrepresented communities, including 2,500 young people with disabilities and in care. As the Music Education Hub lead for Bristol and from 2025 the West of England, we deliver the National Plan for Music Education to all children aged 4-18, inspiring 39,000 children in 150 schools, special schools, and youth groups every year. Our community led Transformation Promise programme is backed by strategic funding partners and includes working with children under five from low-income families, adults in social isolation/with dementia, children in care/care leavers and community musicians.

We are showing further sector leadership through our sustainability commitment to become the first UK concert venue to achieve Net Zero.

We achieve all of this through the work of our vibrant and dedicated staff team. We aspire to reflect the city of Bristol and its people; we value individual difference and place great importance on inclusion, wellbeing, and staff engagement, so that our team can be their best selves at work.

Purpose of the Job

To provide effective support to the Chief Executive (CEO), including diary management, organising correspondence and travel, taking minutes at meetings and acting as the first point of contact for Bristol Beacon's CEO's office, building excellent relationships, both externally and internally. The post holder must have a high degree of confidentiality and experience of working at CEO/Board level.

Leadership Team Support

In addition to supporting the CEO, which is estimated to be approximately 2.5 days per week of required time, the Executive Assistant will provide some administrative support to Leadership Team. Each may require approximately 0.5 days of support per week, for specific tasks that can be managed and coordinated within the overall role. The types of support may be:

- Diary and meeting management
- RSVP responses
- Internal and external room bookings, catering and IT requirements, circulation of meeting papers
- Support for a specific department activity or event, or ongoing administrative requirement

Key Responsibilities for supporting the CEO:

1. Maintain the CEO's Diary and act as first point of contact for organising meetings with external individuals and organisations
2. Support the CEO in all aspects of the role including receiving visitors, arranging receptions, responding to some general enquiries, liaising with the Bristol Beacon Board of Trustees, Bristol City Council, Arts Council England, and other stakeholders as required
3. To diarise, coordinate papers and minute Bristol Beacon Board and Finance, Risk and Audit Committee quarterly meetings, and any other meetings as required, accurately and within deadlines. Set up a framework of meeting preparation and support required for these regular meetings across the year and ensure all deadlines are diarised with the Leadership Team
4. To assist the CEO with occasional report writing and to develop PowerPoint presentations as required, and to support reporting functions to external stakeholders
5. To be a point of contact for the Board of Trustees, setting up meetings, fielding queries and managing expenses, including the CEO's expenses
6. To plan and prepare for the CEO's travel arrangements, including planning for travel time between meetings, plus booking trains, accommodation and any other related requirements
7. Develop and maintain an excellent working knowledge of all aspects of Bristol Beacon,

creating friendly and supportive internal networks and relationships with colleagues from every department

8. Build and maintain an appropriate network of connections and contacts across the local and national arts networks that Bristol Beacon exists within
9. Maintain the CEO office area including liaising with Facilities teams, catering, cleaning and any other occasional office requirements

Key Responsibilities for Leadership Team support:

1. Work with each member of the Leadership Team to agree what support could be provided, and how this will be managed going forward
2. Develop a good working relationship with each of the Leadership Team, and agree the priorities to be achieved within the approximately half a day of available time per week
3. Work closely with the CEO to review the overall role and support, and flag any issues or time priority pressures
4. Any other reasonable duties as required, to be agreed with the CEO if required, and mindful of time priorities and existing commitments
5. Support for the Leadership Team can be provided centrally from the EA's base in the CEO office

Employee Specification:

The role holder **must** have the following **Core** and **Additional Role Specific** competencies:

Essential Core Competencies

COMMUNICATION

- Excellent communication and interpersonal skills, has a positive and pro-active approach.
- Conveys and receives information effectively.
- Builds positive working relationships.
- Excellent and accurate standard of written and verbal communication.
- Ability to exchange detailed and more complex information in a courteous and effective manner to peers, colleagues, managers, stakeholders, and customers, adapting the style of communication as necessary and ensuring information is understood.

ADAPTABILITY/FLEXIBILITY/PROBLEM SOLVING

- Ability to be receptive to and to manage change and respond and adapt to changing circumstances.
- Remains resilient and able to prioritise when faced with adverse situations and conflicting demands.
- Reliable, positive and flexible in response to work priorities.
- Ability to solve problems and provide solutions.

CUSTOMER SERVICE

- Provides an excellent service to meet internal and external customer/client needs.
- Seeks to understand customer requirements and deliver services that are responsive to these.

- Builds rapport and sustainable relationships with customers, seeking pro-actively to understand their needs and satisfaction levels.

PLANNING AND ORGANISATION

- Is able to organise own time effectively, responds to changing priorities, and meet deadlines as required.
- Planning a wide range of tasks, provides work on time, and to required standard.
- Is able to respond positively to changing priorities of the business, can re-plan accordingly.
- Managing and organising a programme of work relating to Board and other reporting cycles.

TEAMWORK

- Works co-operatively and flexibly with colleagues and external stakeholders, with a full understanding of the role to be played to achieve a common goal.
- Acts in a supportive manner to the CEO and the wider team and works effectively, covering others and considering others needs and skills.

Essential Role Specific Competencies

PROFESSIONAL EXPERIENCE

- In depth knowledge of diary management, meeting planning and organisation at a high level, including organising travel.
- Experience of minuting board meetings and managing and minuting cyclical meetings.
- Excellent Microsoft Office experience and experience of Teams and Zoom
- Good level of IT proficiency and able to find solutions and liaise effectively with external IT support
- Strong EA experience at CEO/Board level.
- Experience of supporting a leadership team

BUILDING RELATIONSHIPS

- The ability to build strong relationships with stakeholders at all levels.
- The ability to network and form appropriate connections.

The following is desirable

- Academic/and or professional qualifications.
- Knowledge and appreciation of the arts.
- Previous arts administration experience.

Special Conditions

On occasion this role may require a flexible approach to working hours, including some occasional evening and weekends, to enable support for meetings/events as needed, for which time off in lieu will be applicable.

Occasional Duties

The role holder will carry out any other duty that is reasonably required.

Place of Work

Your usual place of work is Bristol Beacon, Bristol, but you may be required to work at other locations that are reasonably placed, including Beacon Music Centre in Southmead.

Please note that this is an office-based role at Bristol Beacon, working in the same office area as the CEO, and the postholder is expected to be on site each working day, with the CEO.

Some occasional working from home may be agreed in advance, at times when the CEO is away on annual leave or work trips.

Date Created / Modified: October 2024
Created / Modified by: HR
Approved by: Chief Executive Officer

Outline of Terms and Conditions:

Role:	Executive Assistant
Salary:	£32, 500 per annum
Contract:	Permanent
Hours:	Full-time, 37 hours
Annual Leave:	24 days leave plus bank holidays, increasing by one day each year to 29 days after 5 years of continuous service
Probationary Period:	6 months
Pension:	Bristol Music Trust operates a Salary Exchange (salary sacrifice) Pension Scheme with a 5% employer contribution, subject to a minimum 4% employee contribution

Application Procedure

To apply please complete our application form and equal opportunities monitoring data on our StaffSavvy recruitment portal, outlining your experience and skills against the employee specification for the role, and describing why you would like to be part of our team. Please use the Application Guidance we have provided to structure your application.

If you require our application form in an alternative or if you need to provide your application in a different way or have questions about the recruitment process for the role, please email hr@bristolbeacon.org

Reasonable adjustments will be made for applicants if required, please let us know if you have any needs. Please email hr@bristolbeacon.org Disabled applicants who meet the essential criteria for the role, will be offered an interview.

The closing date for applications is **5pm Thursday 30th October 2024**.

Interviews will be held in person at Bristol Beacon on Thursday 7th November.

Bristol Beacon recognise, respect and value individual difference. We are committed to the wellbeing of our staff and to being an Equal Opportunities employer and attracting diverse talent from sections of the community currently underrepresented in the culture sector to help us to develop a more diverse workforce.