Job Title	**Executive Assistant**
Responsible to	Chief Executive Officer
Responsible for	N/A
Pay Scale	Grade C, £18,600, (£31,000 FTE)
Hours	21 hours per week (working across the week between Mon-Fri, to be confirmed with successful candidate)
Location	Powell-Cotton Museum, Quex House and Gardens, Quex Park, Birchington, Kent, CT7 0BH
Contract	Part time, Permanent (A probationary 6-month review period applies for all new staff)

About Us

The Powell-Cotton Trust is an independent charitable trust (reg no 1167318) which runs the Powell-Cotton Museum, Quex House and Gardens in Birchington, Kent.

The Powell-Cotton Trust has a broad and diverse collection, built up by the Powell-Cotton family and their associates, largely between 1890-1940. Today the collection includes 6,000 mammal specimens, 20,000 ethnographic objects, 8,000 archaeological objects, firearms, fine art and furniture and an extensive library and archive including documents, photographs and film. The Trust also has responsibility for the care of Quex House, the Powell-Cotton family home, a Georgian manor with extensive Edwardian alterations.

Quex Gardens have a long history and provide a good range of horticultural interest including specimen parkland trees, a woodland walk, herbaceous and rose borders, shrub beds and a sunken pond area with formal bedding. The Gardens are undergoing an ongoing restoration programme and the focus is a large scale refurbishment of a Victorian walled garden with its associated glasshouses and kitchen garden planting.

Values

Social Responsibility: we strive to operate the organisation with integrity, caring not just for the building and collection ethically, but ensure we facilitate meaningful emotional connections that have a positive impact on our society, environment and community.

Equity: we recognise that everyone's lived experience should be valued, both past voices and present, empowering individuals and communities through our positive and pro-active actions.

Courage: our ambition is to take bold, innovative and imaginative approaches to our work, enabling open and honest conversations about the collection and connected people.

Vision

We will be an **inclusive**, engaging and collaborative **centre of excellence** enabling exploration of our **world class collections** and garden to deliver **lifelong learning**, research and **social impact**, locally, nationally and internationally.

Job Purpose

The Executive Assistant is a key role within the Powell-Cotton Trust. Reporting directly to the CEO, the postholder will provide essential support to the CEO, Chair of Trustees and Senior Management Team.

The Executive Assistant is responsible for providing a comprehensive, co-ordinated and efficient business management service to the Powell-Cotton Trust, including governance and oversight of key financial processes. The Executive Assistant will work closely with the CEO to set and implement procedures and systems, manage schedules, handle correspondence, assist with business management and data analysis, all to improve organisational processes and performance. This includes the management and oversight of IT, finance, HR, data protection, safeguarding, internal communication and administration.

Role Specific Activities

Governance and Secretariat

- Schedule the annual cycle of Trustee Board meetings, sub-committees and working groups
- Act as secretary to the Board, producing the agenda, circulating meeting papers, taking minutes and recording actions
- Arrange meetings on behalf of the Chair and CEO and responding to ad-hoc requests
- Support planning and delivery of Trust events, board-related activities and external advocacy and networking
- Support the CEO and Chair of Trustees in relation to all Charity Commission and Companies House regulations and compliance issues

Executive Support

- Provide administrative support to the CEO as required, including preparing correspondence reports, and confidential documents, as well as organising internal and external meetings
- Assist with the planning and development of the Masterplan and Business Plan
- Schedule Senior Management Team (SMT) meetings, producing the agenda, circulating meeting papers, taking minutes and recording actions and supporting delivery of actions where applicable
- Support Trust compliance including management and oversight of software tools such as YouManage (HR) and SharePoint (Document Library), IT and cyber security

- Liaise with onsite tenants and our outsourced Property Management company to ensure we fulfil our duties as a landlord
- Support relationships with Quex Park neighbours and wider stakeholders creating and maintaining a CRM

Finance

- Be responsible for the day-to-day financial administration of the organisation (i.e. purchase orders, invoices, credit card monitoring and expenses)
- Act as signatory for the charity bank account, with online banking responsibility and spend approval permissions
- Preparation of payroll information and engagement with the payroll company
- Undertake banking administration and bank cash when required
- Use management accounting software, Xero, to provide timely and accurate monthly, quarterly and annual finance reports
- Be responsible for the effective management, control and auditing of the Trust departmental budget, ensuring that best value is achieved at all times
- Support the CEO and department heads in creation and management of annual budgets
- Support the external accountants in the delivery of financial activities, and support the compiling of information for the annual audit

Processes & Systems

- Identify and implementing strategies and tools to improve business processes and enhance efficiency within the organisation
- Supporting the SMT in managing key projects, including planning, execution, and reporting
- Assisting with data collection, analysis, evaluation and reporting, to inform decision-making
- Review and maintain quarterly key performance indicators (KPIs) to the CEO, producing high-level stats and visuals to use as advocacy tools

Human Resources

- Responsibility for HR administration, ensuring the HR database, paper and digital records are kept up to date and are GDPR compliant
- To act as the first point of contact for all employees for HR matters
- Efficiently coordinate the recruitment process for staff and volunteers
- Triage volunteer requests ensuring the correct paperwork and induction processes are in place
- Be the Trust's lead on Safeguarding and GDPC advising other staff when required

Communication and Administration

- Where appropriate, act as a liaison between the SMT, team members, and external stakeholders, ensuring clear and timely communication
- Act as the first point of contact for third parties such as Accountants, Bank, IT Support Services, HR, and associated systems maintenance and / or leasing of office equipment
- Take responsibility and ownership of office organisation including but not limited to

    - the Trust's electronic calendar and associated enquiries email
    - procurement and management of office consumables
    - maintenance of office correspondence, such as receiving, distributing and sending post, as well as crafting routine electronic correspondence
    - maintenance of electronic and paper filing system, ensuring processes are up to date and in working order
- Plan and execute whole team meetings and social events, including booking venues, accommodation and organising food
- Provide ad hoc administrative and logistical support as required, assisting with various tasks as needed, such as preparing presentations, organising social events.
- Act as a keyholder as required, with responsibility for ensuring that the Museum and Quex House are securely locked/unlocked and alarmed/de-alarmed.

General Responsibilities

- Contribute effectively to the leadership and management of Powell Cotton Museum, Quex House and Gardens.
- Actively participate in the wider life of the Powell-Cotton Museum, Quex House and Gardens contributing to inter-disciplinary teamwork, projects and good internal communication.
- Develop and promote equal opportunities in service delivery as well as employment and procurement practices, ensuring the service reflects and provides for the community.
- Promote the Powell-Cotton Museum, Quex House and Gardens, its values and its services.
- Ensure compliance with all Powell-Cotton Museum, Quex House and Gardens policies.
- Undertake appropriate training as available and determined with your Line Manager.
- Work flexible and variable hours including some weekends and evenings to support the delivery of your role.
- Undertake other duties as requested by your Line Manager.

How to Apply

To apply, email your CV and a covering letter outlining your interest and suitability in this role to Sarah Corn, CEO, on sarah.corn@powell-cottontrust.org by Sunday 8th June, 23:59. Interviews will take place w/b 16th at the Powell-Cotton Museum.

The Powell-Cotton Museum, Quex House and Gardens is an Equal Opportunity Employer. We are committed to treating all applicants and employees fairly and equally regardless of race or colour, nationality or national or ethnic origin, religion or religious belief, political belief, parental or marital status, class or social background, sex or sexual orientation, disability, or age.

We would like to encourage you to suggest ways we can make this role more accessible to you through the application and interview process.

Person Specification

Qualities	Essential (E) Desirable (D)
Knowledge	
Working knowledge of relevant policies / procedures / codes of practice / legislation, including Data Protection and Safeguarding	E
Knowledge of IT infrastructure and multi-dimensional databases used for HR data management and CRM	E
Knowledge of office management requirements, processes and procedures including procurement, quality standards, leasing, contracts	E
Abilities and Skills	
Strong written and verbal communication and interpersonal skills, confident in communicating with a wide range of people	E
Excellent time management, with the ability to prioritise tasks, maintain organised records and deal with a range of situations and multiple demands	E
Excellent computer-based skills in particular Microsoft Office 365 including SharePoint, with an aptitude to embrace digital tools	E
Ability to identify problems, propose solutions, and implement strategies to improve processes	E
Ability to analyse data, identify trends, make recommendations and the ability to present information clearly and concisely.	E
Excellent written English and numerical skills with an attention to detail and ability to record information quickly and accurately	E
A firm commitment to confidentiality with the ability to show tact and discretion when dealing with sensitive and confidential information	E
Self-motivated and enthusiastic with the ability to work both part of a team and independently within a multidisciplinary team	E
Experience	
Proven significant recent office manager or administrative experience	E
Experience of using financial management accounting software (i.e. Xero)	E
Experience in managing projects, including planning, execution, and reporting	D
Experience of working with property management	D
Experience working in a charity	D
Experience of managing meeting and networking events	D
Other	
A commitment to Equal Opportunities	E
Demonstrates an open attitude and excellent work ethic	E

Commitment to own professional development	E
Ability to work some weekends and evenings	D