


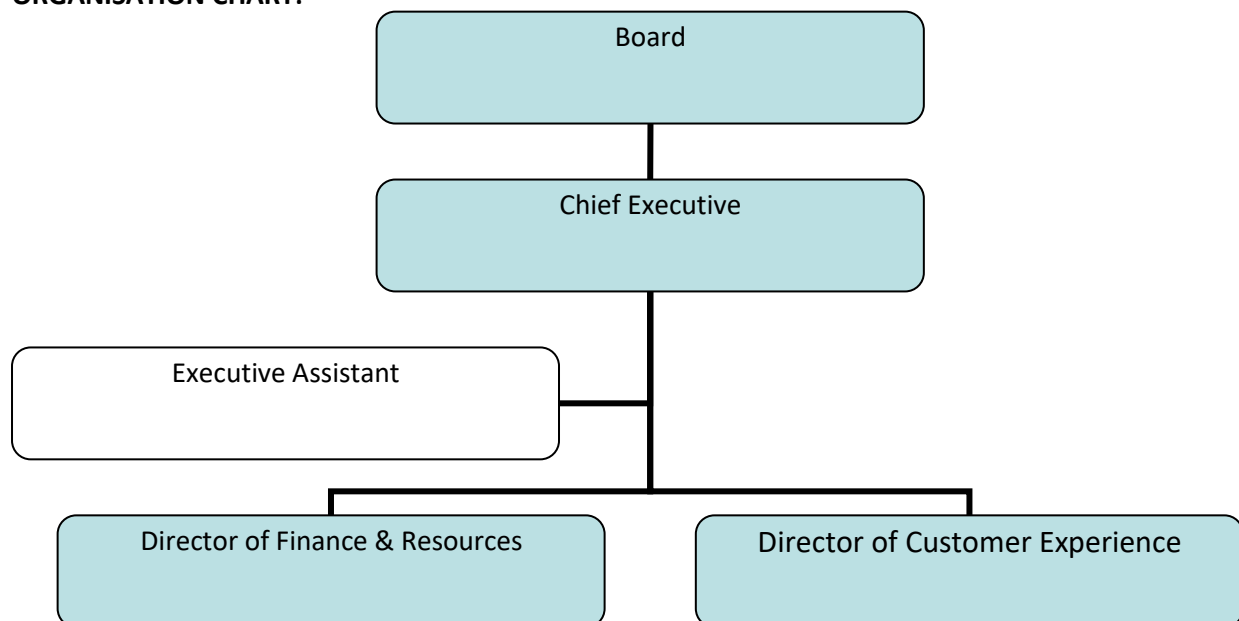
Job Description	Executive Assistant to Chief Executive	
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	Job Title	Executive Assistant to Chief Executive
	Grade	L7 £36,362.00
	Reports to	Chief Executive of the Culture Trust

JOB PURPOSE: To provide full administrative, secretarial support to the Chief Executive and Board of Trustees. To produce and keep up-to-date the board documentation, data and rolling schedule of meetings for the board and leadership team. To plan and prepare for key meetings, coordinate reports and papers, take minutes and assist with corporate events and Company Secretary Duties.

To organise the Chief Executive's office functions and ensure efficient and professional operations whilst communicating with a range of stakeholders, staff and customers and presenting clear information. To ensure that data and information is collated and managed appropriately in verbal, written and digital formats.

ORGANISATION CHART:



PRINCIPAL RESPONSIBILITIES:		%
1	Organise and maintain the Chief Executive's Office functions and diary including assisting in planning through prioritisation, allocation and organisation of appointments within a scheduled work programme. Liaise with a wide range of people to ensure that all appropriate arrangements are made for meetings, seminars etc, organising travel and accommodation as necessary.	25
2	Assist with Company Secretary admin support for the Culture Trust , working with the Chief Executive and Director of Finance and Resources providing administrative support to ensure that the organisation complies with its responsibilities both as a company and a charity. This includes coordinating information for the charity's annual returns to Companies House, ensuring timely filing of accounts, maintenance of the company's records and legal documents and for calling meetings of the Directors and Trustees including the AGM.	15
3	Prepare and coordinate the rolling 12-month forward plan of Board and Chief Executive meetings. Plan meetings and invite participants, draft agendas and reports for meetings and coordinate all administrative and hospitality aspects of Board meetings, sub committees, leadership team meetings and special project meetings. Ensure information is accurately recorded and sensitive and confidential issues appropriately dealt with. Organise and/or provide hospitality for meetings and Board or key stakeholder corporate events.	15
4	Coordinate special projects and minute take key meetings on behalf of the Board and Chief Executive. To accurately record key meetings and maintain documentation, circulate in a timely manner and coordinate the completion of key actions prior to the next strategic meeting. Projects may range from co-ordinating content for publications, researching and reviewing documents to leading external initiatives such as facilitating national networking groups in the cultural sector.	10
5	Professional communications with wide range of stakeholders. Respond to customer feedback directly, delegate to colleagues for reply where appropriate and filter incoming visitors and a heavy volume of communications with the Chief Executive from a wide range of sources including the public, colleagues, Trustees, and stakeholders, partners and funders at a local, regional and national level. Exercise judgement in prioritisation, dealing with matters within own remit and / or referring them to the Chief Executive as and when necessary, ensuring tact, discretion and courtesy at all times.	10
6	Draft reports, data presentations and correspondence on behalf of the Chief Executive, trustees and leadership team, research key data and information to support meetings and events and present data to the Chief Executive and leadership team. Including quarterly reports to funders such as Arts Council and Luton Rising. Utilise a range of IT applications to enable this, presenting work to a high standard of communication and to strict deadlines. Exercise personal judgement in ensuring that written communications are professional, accurate, fluent and unambiguous. Provide KPI Data coordination and reporting.	10

PRINCIPAL RESPONSIBILITIES:		%
7	Organise and coordinate corporate events and seminars/away days for staff (up to 300 people) and partners. Organise and distribute programmes and presentations and be responsible for ensuring all equipment, refreshments and room requirements are in hand for the smooth delivery of the event. Initiate and deliver evaluation requirements and follow up actions from the events.	10
8	Ensure efficient and compliant digital records and files and new and existing administrative systems including distributing data, seeking and collating responses from others, locating and collating files, correspondence or information. To manage the online board portal and other online data systems effectively and efficiently. Files may be of a sensitive nature and should comply with data protection in line with GDPR	5

DIMENSIONS:

Indirect Supervisory Management: Some supervision of administrative assistants and project assistants where relevant.

Financial Resources & Responsibilities: N/A

Physical Resources: N/A

Working Environment: Normal office environment

Context:

The Culture Trust, Luton is a charity Established in 2008, the Culture Trust, Luton is a vibrant and progressive independent charity, and our mission is **‘to connect communities through culture’**. We do this through our accredited museums, theatres, galleries, creative workspaces and Arts Centre in Luton. We animate: The Hat Factory Arts Centre, Hat House creative workspace, Wardown House Museum & Gallery and Stockwood Gardens & Museum. We present multi-cultural and year-round programme of events, exhibitions, workshops and performances. We support creative talent and skills by providing opportunities, platforms and cultural career progression for young people. We care for a collection of over 2 million artefacts, 1.5 million photographs and maps and hold the most extensive and complete hat and headwear collection in the UK. We co-produce activity with our community, Museum Makers volunteers and team of cultural experts.

Equalities:

The postholder will ensure that procedures and activities for service delivery are implemented and/or revised in a way that supports equality for all. These activities should also reflect The Culture Trust’s commitment to work in active partnership with the community to regenerate Luton and to improve the quality of life for all who live, work or visit the town.

Work Ethos:

Respect colleagues and work together to achieve high standards of customer excellence in all our work. Work flexibly and positively to achieve the business objectives of the Trust.

Other:

- Able to work across Trust sites when necessary to support other teams to meet the business requirements of the organisation.
- Able to work evenings and weekends as required.

The post will report to the Chief Executive of the Culture Trust, Luton. The Chief Executive works closely with colleagues across the UK in the cultural sector. This post is therefore key to ensuring that the Chief Executive is fully briefed and prepared for their long and short-term work programmes by making verbal and written information available and liaising with colleagues and partners.

The postholder will be based at the Hat Factory Arts Centre or other such location the Chief Executive is based. Travel for meetings may be required several times per week.

Some limited regional and national travel may be necessary from time to time.

Person Specification

This acts as selection criteria and gives an outline of the types of person and the characteristics required to do the job.

Essential (E): without which candidate would be rejected

Desirable (D): useful for choosing between two good candidates

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the essential and desirable criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
Experience	In depth experience providing secretarial/administrative support to a senior manager or board of trustees/company.	1,2	In-depth experience undertaking an executive assistant role supporting senior management.	1,2
Skills/Abilities	Excellent verbal communication skills and able to demonstrate and deal effectively with a wide range of people in a courteous, helpful but assertive manner and able to exercise high levels of tact and diplomacy.	1,2,5		
	Excellent written and minute taking communication skills. Able to produce accurate and concise minutes/notes. Able to compile well-written and grammatically correct documents and letters to a professional standard from the CEO and board.	1,2,3, 5		
	In depth IT skills, including the use of word processing, spreadsheet and email applications and use of online data systems and portals for secure information share.	1,2,3, 5		
	Demonstrable experience organising corporate events and seminars for staff, partners and / or stakeholders to a high standard	1,2		

Please make sure, when completing your application form, you give <u>clear examples</u> of how you meet the <u>essential and desirable</u> criteria.				
Attributes	Essential	How Measured	Desirable	How Measured
	Be highly organised and able to effectively and efficiently plan and organise own workload and that of others to meet organisational priorities and deadlines and to facilitate the progression of important events and issues.	1,2		
	Proven track record of being able to use own initiative to make informed, appropriate and professional judgements with limited supervision and guidance.	1,2		
Equality Issues	Experience advocating for Equality Inclusion and diversity in the workplace and planned events and activities.	1,2		
Specialist Knowledge			Some experience of working as Executive Assistant for a Chief Executive.	1,2
Education and Training	RSA III Typing or higher WP qualification or equivalent qualification or experience.	1,2,		
Other Requirements	Able to attend occasional evening meetings and work flexibly.	1,2		
	Able to attend sites (frequency: 2-3 times per week) and undertake limited regional and national travel.	1,2		

(1 = Application Form 2 = Interview 3 = Test 4 = Proof of Qualification 5 = Practical Exercise)

NB: This job description reflects the requirements the Culture Trust as of August 2025. The role and duties of the post are subject to change in line with the future development of the Trust. The Culture Trust reserves the rights to make such changes as are necessary and any changes required will be discussed with the post holder as appropriate.

We will consider any reasonable adjustments under the terms of the Equality Act (2010), to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The post holder will ensure that Luton Culture's policies are reflected in all aspects of his/her work, particularly those relating to:

- (i) Equal Opportunities
- (ii) Health and Safety
- (iii) Data Protection Act (2018) & General Data Protection Regulations (2018)