

Candidate Pack Assistant to the Directorate



Introduction

The Wallace Collection is an internationally outstanding collection which contains unsurpassed masterpieces of paintings, sculpture, furniture, arms and armour and porcelain. Built over the eighteenth and nineteenth centuries by the Marquesses of Hertford and Sir Richard Wallace, it is one of the finest and most celebrated collections in the world. So that it could be kept together and enjoyed by generations of visitors, the collection was given to the British Nation in 1897 and opened to the public in June 1900. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. The museum is internationally famous for its collection of French eighteenth-century art, Arms and Armour and for its Old Master paintings.

The museum is managed by the Director Dr Xavier Bray, who reports to a board of Trustees appointed by the Prime Minister, and is financed by a combination of grant-in-aid from central government and self-generated income.

We aim to engage with and diversify our audience and, before the pandemic, we attracted over 450,000 visitors a year to the museum.



Our priorities

The Collection is committed to providing access to as wide a public as possible and to helping visitors engage with this diversity. Our goal is to create a place of understanding, cultural pluralism, curiosity and learning. To do this, we plan to create a world-class visitor experience for all ages which stimulates engagement with our collection through a new programme of exhibitions, major gallery refurbishments and an enhanced and expanded digital presence.

Our strategic priorities are to:

- To maintain, research and preserve the Collection for future generations;
- To broaden and deepen visitor engagement, connecting with audiences onsite and digitally;
- To build and support a strong exhibition programme;
- To lay a strong financial foundation for the future; and
- To embark upon a Masterplan programme to transform the museum.



Role summary

The Assistant to the Directorate (AD) provides effective support to the Senior Management Team (SMT), which includes the Director of the Wallace Collection, the Director of Collections and Research, the Director of Development and Audiences, and the Director of Finance and Resources. The role will ensure the smooth running of the Director's Office and provide a professional and welcoming face to external contacts.

The AD schedules recurring activities as well as reacting to the changing needs of the day to day running of the office, projecting a professional and confident image even when under pressure. In addition, the AD acts as the main point of contact for the office of the Chair, the Board of Trustees, and to all Wallace Collection departments as far as they relate to the Director's Office. The AD is responsible for Board papers, minutes and meeting preparation.

The AD works closely with the Development Office and is expected to help support the Development Team with early morning views, private visits, and any other events (early morning or evening) that they are organising.



Role description

Diary Management

- Managing the Director's diary, including arranging and co-ordinating meetings and appointments, and supporting the other members of SMT with their diaries.
- Ensuring members of SMT are properly briefed before meetings and provided with all necessary documents.
- Creating and managing the calendar of meetings for regular meetings at the Collection (including all staff meetings, Heads of Department meetings, etc.), collating items for the agendas and circulating agendas and follow-up notes.

Office Administration

- Handling the Director's post, sorting and actioning relevant correspondence.
- Overseeing incoming and outgoing post for the Wallace Collection.
- Monitoring the Collection's Freedom of Information (FOI) inbox and drafting responses to FOI requests with support from the relevant member of the SMT.
- Ensuring the safe keeping of all confidential information and documentation, filing documents and correspondence for SMT.
- Drafting letters, e-mails and regular communications on the Directorate's behalf.
- Dealing with incoming calls, e-mail and postal enquiries for the Director's Office and wider institution.
- Reconciling SMT's expenses each month.
- Keeping the Collection's CRM (Microsoft Dynamics) up to date with the Director's contacts and mailing lists.

Board of Trustees

- Organising and preparing Trustee meetings, including preparing and circulating relevant documents, booking meetings, and arranging refreshments.
- Acting as the main point of contact between SMT, the Chair's Office and the Trustees.
- Collating, editing, and producing quarterly reports for the Trustees in liaison with all Wallace Collection departments and the Director, and circulating action points following Trustee meetings.
- Updating all relevant sections (Governance and Board) of the Collection's website.
- Organising and preparing for all subcommittees of the Board of Trustees, including Audit Committee and Research Committee. Support with the Collection's external fundraising committee, the Wallace Development Board.
- Taking minutes for the following meetings - Board of Trustees, Audit Committee, and Research Committee and circulating to relevant parties for agreements.

Events

- Coordinating the mailing for private views for the Wallace Collection's major exhibitions, monitoring acceptances and producing and circulating guest-lists and biographies.
- Supporting the SMT at the museum's evening receptions and other work-related functions and events.
- Supporting the Development Team at early morning previews, daytime tours, and evening events (these may be at the Wallace Collection or at external venues).

Other

- Communicating clearly and transparently with colleagues, and fostering excellent relationships with all teams across the Collection.
- Assisting with any other duties where required by the SMT or the Development Department.



Person specification

Essential

- Highly developed organisational and communication skills.
- Ability to prioritise, problem-solve and act on own initiative.
- Ability to act with confidentiality and discretion, representing the Collection and its core values.
- Advanced knowledge of Microsoft Office and databases.

Desirable

- Experience working as a PA or Executive Assistant in a similar, fast-paced environment.
- Good knowledge, written and spoken, of a European language, particularly French.
- Experience of working in the charitable or arts sector with an understanding of the relationship between arts organisations and the government.
- Experience in taking minutes.



Salary, benefits and working hours

The salary for this role is between £28,000 and £30,000 per annum dependent on skills and experience.

Holiday Entitlement

The post-holder will receive **25** days paid annual leave **plus bank holidays** and **2.5 'privilege' days**.

Employees are also offered the following benefits:

- **Membership of an Occupational Pension Scheme**
Alpha – a defined benefit occupational pension scheme (28.97% employer contribution)
Partnership pension account – a stakeholder pension
- **Interest free loans after six months satisfactory service**
Interest free season ticket loan
Cycle to work loan
- **Eye Tests with additional contribution towards prescription if required**
- **Occupational Health Service**
- **Annual Flu Jab**
- **Full access to a free and confidential Employee Assistance Programme**
Services available 24/7 and 365 days per year to all employees
Free therapy service of up to six sessions per issue, per year (each session lasts 45-50 minutes)
- **First Aiders**
- **Access to Mental Health First Aiders**
- **Enhanced Parental Leave** (where eligible)
- **Training and Development Opportunities**

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 09.00 to 17.00. However, some flexibility will be expected as occasionally the need to participate in specialist conferences or wider museum activities will arise.

How to apply

Please complete the Application Form, and the Equal Opportunities Monitoring Form, following the links provided on our website. Please note the equal opportunities form is used for monitoring purposes only and does not form part of the selection process. Both forms should be emailed to recruitment@wallacecollection.org by midnight **14/04/2024**. Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on week commencing, **15/04/2024**. Candidates who have been shortlisted for interview will be contacted after the closing date. Due to the large number of applications we receive, it will not be possible to contact or give feedback to candidates who have not been shortlisted for interview.

Start date: May 2024

Appointment to the role is subject to a satisfactory Basic Disclosure check. The Wallace Collection is an equal opportunities employer and welcomes applications from all sections of the community.



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