



**EXECUTIVE ASSISTANT (EA) TO THE DIRECTOR
(Full Time, 40 hours per week, Permanent)**

THE WALLACE COLLECTION (WC)

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. It was an astonishing bequest and one of the greatest gifts of art works ever to be transferred into public ownership. Today, our job is to maintain, research, and inspire the public to love and understand the Collection.

SALARY

£25,000 to £30,000

LOCATION

The Wallace Collection, Hertford House, Manchester Square, London, W1U 3BN

OVERALL PURPOSE AND ROLE

The EA provides effective support to the Director of the Collection ensuring the smooth running of the Director's Office and providing a professional and welcoming face to external contacts.

The EA 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 EA acts as the main point of contact for the office of the Chairman, the Board of Trustees, Senior Management Team (SMT) and to all WC departments as far as they relate to the Director's Office.

Responsibilities

- Managing the Director's busy diary, including arranging and co-ordinating meetings and appointments
- Ensuring the Director is properly briefed before meetings and provided with all necessary documents

- Creating and managing the calendar of meetings for the SMT, collating items for the agendas and circulating agendas and follow-up notes
- Handling the Director's post, sorting and actioning relevant correspondence; drafting replies and/or answering queries on the Director's behalf
- Receiving incoming calls, and e-mail enquiries for the Director's Office
- Ensuring the safe-keeping of all confidential information and documentation
- Dealing with telephone enquiries and general public enquiries
- Filing documents and correspondence for the Director's Office
- Keeping the Collection's CRM (Microsoft Dynamics) up to date with the Director's contacts and mailing lists
- Providing refreshments for meetings in the Director's Office
- Liaising with the WC Finance team regarding financial matters, including processing expense claims for authorisation by the Chair of Trustees
- Organising and preparing Trustee meetings, including preparing and circulating relevant documents, booking meetings and arranging refreshments
- Be the main point of contact for the Director, the Chair's Office and the Trustees in dealing with WC business
- Collating, editing and producing quarterly reports for the Trustees in liaison with all WC departments and the Director, and circulating action points following Trustee meetings
- Updating all relevant sections (Governance and Board) of the WC website
- Supporting the Director in his correspondence regarding fundraising and organising fundraising meetings in which the Director is involved
- Organising and preparing for the WC Audit Committee meetings in liaison with the Director of Finance and Commerce
- Organising and preparing for fundraising committee meetings in liaison with the Development Director
- Organising and preparing Research Committee meetings with the Director
- Supporting the Director at the museum's evening receptions and other work-related functions and events
- Coordinating the mailing for private views for the Wallace Collection's major exhibitions, monitoring acceptances and producing and circulating guest-lists
- Organising meetings for the other Directors, as endorsed by the Director
- Deputising for the Director at meetings and when greeting guests or at events when required
- Monitoring the Collection's Freedom of Information (FOI) inbox and drafting responses to FOI requests with support from the relevant member of the SMT
- Guaranteeing the delivery of incoming and outgoing mail
- Taking minutes for the following meetings - Board of Trustees, Audit Committee, Fundraising Committee and Research Committee and circulating to relevant parties for agreements.
- Assisting with other ad-hoc projects where required.

Key Relationships

- Director
- Chair and the Trustees of the Wallace Collection
- SMT: Director of Finance and Commerce and the Development Director.

Reporting Structure

The role reports directly to the Director.

Person Specification

Essential

- Experience working as a PA or Executive Assistant in a similar, fast-paced environment
- Highly developed organisational and communication skills
- Ability to prioritise, problem-solve and act on own initiative
- Acting with confidentiality and discretion, representing the Collection and its core values
- Confident, friendly and outgoing
- Advanced knowledge of Microsoft Office and databases
- Experience in taking minutes.

Desirable

- 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.

Salary, Benefits and Working Hours

The Salary for this post is within the range of £25,000 to £30,000 per annum dependent on skills and experience.

In addition, the post-holder will receive 25 days paid annual leave plus bank holidays and 2.5 'privilege' days. Employees are also offered membership of an occupational pension scheme and after six months satisfactory service an interest free season ticket loan.

For this post, the normal working week is a five day week, Monday to Friday. The normal working day will be 9am to 5pm. 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. 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 15th August 2021.

Please note late applications or applications via a CV will not be considered.

Interviews for the role will take place on either 19th or 20th August 2021. 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: Late September 2021

Appointment to the role is subject to a satisfactory Basic Disclosure check.

The Wallace Collection is an equal opportunities employer