

Executive Assistant to the Chief Executive

Full-time

£30-33K

The Royal School of Needlework is the international centre of excellence for the art of hand embroidery. Based at Hampton Court Palace, the RSN is a dynamic organisation with Degree, Certificate, Diploma, short course and exhibition programmes as well as a Studio for hand embroidery commissions and conservation.

The Chief Executive needs a capable, numerate, project-delivering executive assistant who must have cloud computing experience to support the RSN's IT transition. We are a small team so you will need to be versatile and proactive, assisting the CE with day-to-day tasks connected to the database as well as some of the major events of the RSN's 150th anniversary.

The RSN is a busy organisation and the post holder will need to be able to juggle a number of projects at once, especially during 2022.

The post holder will need to be able to operate on their own, taking the initiative, demonstrating competency in handling financial and numerical matters such as direct debits and compiling reports. They will also need to be solution oriented.

Job Description

Main responsibility

To undertake work for the CE in terms of projects and manage the CE's office working with people within and outside the organisation and, as required, offer support to the Operations Manager.

Job responsibilities

1. Undertake planning and logistics for external exhibitions and events.
2. On behalf of the CE to work with the IT Manager and Operations manager to support colleagues in transitioning from server to cloud storage.
3. Research databases to prepare a report on possible options for the RSN to consolidate data and transactions with donors, Friends, customers and other parts of the RSN.
4. Undertake analysis of different aspects of the RSN activities including the database, Friends to enable forward decisions to be taken based on data.
5. To undertake other projects for the CE as required taking full project management responsibility.
6. To oversee the administration and processing of activities.
7. To make direct changes and updates to relevant parts of the website.
8. To manage the CE's office and assist with governance and secretarial duties.
9. To manage the Friends and Special Supporters scheme including leading the drive to automate renewals, handling direct debits and driving membership growth.
10. To offer support to the Operations Manager as required with HR and health and safety matters
11. To liaise with a wide range of contacts on behalf of the Chief Executive.
12. To handle confidential and personnel matters as required.

13. To ensure all correspondence with key individuals is linked to our database.
14. In the absence of the Operations Manager to act as liaison person with Hampton Court Palace.
15. To undertake Health and Safety monitoring duties as required by the Operations Manager.
16. To undertake administrative matters required for the smooth running of the organisation.
17. To oversee volunteers working on agreed projects.
18. To undertake any other activities as required by the Chief Executive.

Some out of office hours working may be required for which time off in lieu will be given.

While the RSN is operating a flexible approach to staffing it should be understood that there will be an expectation that this person is onsite at least part of the week.

Please send your CV and covering letter, including why you are appropriate for this role, to steve.moore@royal-needlework.org.uk. Applications will close on Monday 25 October at the latest, but candidates will be reviewed on a rolling basis and called to interview before the closing date. Early applications are encouraged.

Person specification Experience	Essential	Desirable
IT cloud systems knowledge	*	
Competent PA experience	*	
Handling a wide variety of work/multi-tasking	*	
Financial experience		*
Analysis experience	*	
Administrative experience	*	
Handling confidential matters	*	
Health and Safety experience		*
Charity experience		*
Handling direct debits and other financial processing		*

Skills

Attention to detail	*
Competent minute taking/preparing reports	*
Able to meet deadlines	*
High level of computing skills	*
Strong working knowledge and experience of Microsoft Office (Word, Excel, Outlook and PowerPoint)	*
Good numeracy skills	*
Database experience – inputting, analysis, data management	*
Web and cloud computing literate	*

Personal qualities

Flexible and willing	*
Competent	*
Clear decision making	
Able to work on one's own and be self-directed	*
Able to work and liaise with many different groups/individuals	*
Able to absorb information quickly and effectively	*
A quick learner even of unfamiliar systems	*