



COVENTRY CITY OF CULTURE TRUST EXECUTIVE ASSISTANT

Reports GOVERNANCE SUPPORT OFFICER

Role: EXECUTIVE ASSISTANT
Salary: £18,000 per annum
Timescales: Role to commence from Jan 2022, to be delivered on a fixed-term contract until end of June 2022

CONTEXT

We are a diverse, modern city which is re-imagining the role culture can play in bringing people together. Coventry is a city of welcome, a city of activists and pioneers, a city of peace and reconciliation, a city of innovation and invention, a City of Culture.

The Trust is committed to:

- Welcoming 2.5m additional visitors to Coventry in 2021/22
- 80% of the city's residents experiencing at least three events in 2021/22
- Increasing audience attendance from under-represented communities by 20%
- Activating more than 16,000 volunteers and participants
- Making long-lasting, tangible social change in Coventry
- Transforming who holds the power to create and curate in the city
- Starting a wave of cultural investment across the region

Coventry's City of Culture programme commenced in May 2021 and will run for 12 months, allowing us to keep our promise to the city and region - to deliver an extraordinary year and telling the story of the city that moves.

JOB DESCRIPTION

The Trust is looking to appoint an Executive Assistant to provide day to day administrative support to their line manager and Trust Governance Support Officer in the delivery of key activity on behalf of the Trust's Chief Executive Officer and Board.

COVENTRY CITY OF CULTURE TRUST
2 CROFT, COVENTRY, CV1 3AZ

REGISTERED ADDRESS: 2 CROFT ROAD, COVENTRY, CV1 3AZ,
COMPANY NUMBER: 09808960
CHARITY NUMBER 1165639, LIMITED BY GUARANTEE
REGISTERED IN ENGLAND AND WALES

THE ROLE

- To support the Governance Support Officer to ensure efficient and effective governance of the Trust and relevant entities
- To help preparing for monthly Trustee Board Meetings, fortnightly Executive Board Meetings, Audit Committee Meetings, Digital Gallery Oversight Board Meetings and other relevant strategic groups, Boards and committees
- Respond to email and telephone enquiries
- Supporting with diary management, including scheduling meetings
- Keeping contact information and other key information up to date
- Coordinating CEO reading slots to ensure time is protected to review key documentation
- Preparing for meetings, including ensuring appropriate facilities for hybrid meetings, e.g. activity delivered both in person and online
- Liaising with venues including using relevant booking systems, ensuring refreshment arrangements and preparing presentation materials
- Note-taking as required
- Collation of paperwork, including Board reports
- Keeping Trustee Board's Sharepoint system up to date
- Ordering resources and ensuring key colleagues, including the CEO, have access to required resources, including when in attendance at events and conferences
- Managing travel and accommodation arrangements
- General office and administrative support as required
- Actively engage with the organisation's vision and policies regarding equal opportunities and diversity, artistic ambition, participation and engagement, health and safety, evaluation and monitoring
- To be aware of, and undertake to comply with the Trust's GDPR, Health and Safety and Diversity and Equality Policies

PERSON SPECIFICATION

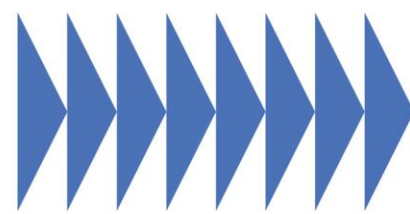
- Good administration skills and attention to detail.
- Good organisation skills, with the ability to balance and prioritise a diverse workload, working well autonomously and as part of a team
- Good written and verbal communication skills
- Competent across IT and software, including a strong working knowledge of Microsoft Office, and willingness to learn other software programmes and digital tools quickly
- A can-do attitude to working in busy team structure, with experience of working with multiple teams with competing demands
- Attributes of diplomacy, confidentiality, trust and respect for colleagues and partners
- To be based in, or able to move within commuting distance of Coventry
- A personal and professional interest in the arts, culture and heritage.

GENERAL

Coventry is one of the most diverse cities in the UK and we want our Team to reflect that diversity. We value the benefits of a diversity of life experiences, cultural and social knowledge and are particularly keen to hear from candidates from currently under-represented groups, including those with disabilities.



COVENTRY2021.CO.UK
@COVENTRY2021



We are looking to build a team of people from a range of backgrounds and range of experiences. We can provide mentoring and training/support to less experienced candidates. Training and talent development within the Trust team and within the wider sector is central to our approach. All postholders are expected to participate in training and development activity and to contribute time and expertise to supporting our training programmes on site and occasionally off site.

This list of responsibilities is not exhaustive and team members will be required to perform duties outside of this as operationally required.

PROCESS

Please submit an up-to-date CV and letter (maximum 2 pages) addressing your interest and suitability for the post with particular reference to the person specifications.

Alternatively, you can provide an audio or video submission.

As part of this process, please share with HR and Team Development any support and access requirements. We will provide assistance during the application and interview phase, as required.

Please note: If selected for interview, this is likely to take place online via Zoom. We will work with you to ensure any inclusion requirements are met. If you require additional assistance during any stage of this process, including interview, please let us know.

Coventry City of Culture Trust is committed to equal opportunities and will treat all applications fairly based on written submissions, please complete the anonymous equal opportunities form available at www.coventry2021.co.uk/jobs

Applications should be sent to recruitment@coventry2021.co.uk

TIMETABLE

Advertised – 30th November 2021

Deadline for submissions – 6th January, 12noon

Interviews – w/c 10th Jan 2022

Salary: £18,000 per annum

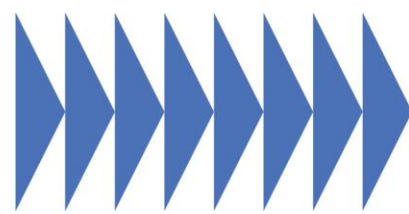
TERMS AND CONDITIONS

This is a fixed term post until June 2022

- The post is working 39 hours (excluding 30 minute/1-hour lunch) per week Monday – Friday at hours to be agreed between 9am and 6pm with frequent evening work to see shows and events. Flexible working may be agreed.



COVENTRY2021.CO.UK
@COVENTRY2021



- The salary is paid monthly in arrears
- If asked to work additional hours at the weekend, Time Off in Lieu will be given if approved in advance with the Line Manager
- Pension auto-enrolment is applicable and employer contributions are currently 3%. The Trust's appointed pension provider is NEST. Further details are available
- Holiday 33 days per annum including public holidays. Holiday must be taken at a time to suit all colleagues
- Main place of work is the Trust's Office with frequent attendance at meetings offsite.
- There is a probation period of three months during which time the notice period is one week; on confirmation of appointment the notice period is one month
- On appointment the successful candidate must be able to provide the correct documents as proof of their right to work in the UK for duration of the contract
- The candidate's contract of employment with the Trust does not come into force until the first day of work

For more information about Coventry UK City of Culture 2021 visit www.coventry2021.co.uk.



COVENTRY2021.CO.UK
@COVENTRY2021

