

JOB DESCRIPTION	
Job Title	Executive Assistant and GYA Project Manager
Department	Guildhall School of Music and Drama
Grade	D
Location	Guildhall School of Music and Drama –GYA
Responsible to	Director of Guildhall Young Artists and Safeguarding
Responsible for	Casual or freelance workers when necessary

Purpose of post

To deliver a high-quality professional PA/Executive Assistant service to the Director of GYA and Safeguarding and assist other members of the team where necessary.

To lead on the development of cross GYA projects and manage projects business critical to the division and other strategic and artistic initiatives commissioned by the Director of GYA as appropriate.

To work closely with senior managers and other School employees across all centres, the City of London Corporation, the Board of Governors, national organisations, other Higher Education and Under 18 Institutions to monitor and progress matters on behalf of the Director as appropriate.

To co-ordinate and manage large-scale projects such as RELEASE and National Brass Days, concerts, events and receptions and to build and maintain a network (both national and international) of industry contacts.

To liaise closely with the marketing team to support marketing activity by collating and providing application data, coordinating relevant information from GYA centres and other administrative tasks as required.

To act as Secretary to various GYA and Safeguarding boards, committees, groups and meetings, as designated by the Director, ensuring administrative processes compliant with best practice in the sector.

To be responsible for organising and coordinating GYA operations and developing and managing systems and procedures in order to ensure effectiveness and efficiency and compliance with City of London Corporation policies and procedures and any relevant guidance or regulatory requirements.

To manage and coordinate review and analysis exercises as required (for example) student destination outcomes, student survey outcomes, and budget reports.

To do everything possible to enhance the performance and reputation of GYA both nationally and internationally.

Main Duties & Responsibilities

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post.

1. To provide a high level of executive assistance and administrative support personal to the Director of GYA at all times including (but not limited to) the management and coordination of correspondence and actions to be taken, filing and records systems, expenses, travel itineraries and hospitality.
2. To act as a key point of contact to and on behalf of the Director , developing a strong network of internal and external contacts at the highest level including key stakeholders, faculties, students, parents and staff.
3. To provide extensive diary management for the Director of GYA prioritising appointments and meetings as necessary, drafting agendas as necessary and ensuring the collation of appropriate paperwork; and attending meetings as agreed with the Director and managing follow-up actions as appropriate.
4. To lead on the provision of administrative support to the Director of GYA and other senior staff and draft complex correspondence on behalf of the Director and proof all correspondences to ensure they are of the highest possible standard at all times. Support other Senior GYA and Safeguarding staff in their roles, including EA cover, as and when needed
5. To provide reactive and efficient support to the Director for all emergency matters relating to GYA and Safeguarding including parent, staff and student grievances, providing administrative support with legal documents, meetings and completing SAR's on behalf of the Director.
6. To provide high-level coordination of highly confidential and sensitive issues with respect to internal and external clients including staff, freelance colleagues, students and external stakeholders such as the City LADO as necessary.
7. To organise hospitality across the GYA network when requested and organise all local, national and international travel and accommodation arrangements for the Director and other Senior GYA staff in accordance with the City's travel policy. To manage the Director's communications list and set up database for ease of communication with key stakeholders
8. To prepare and process invoices and POs for the Director's expenditures using the appropriate systems and to manage the Director 's credit card, approvals and expenses.
9. To act as the first point of contact for projects and respond to all general enquiries received by email, telephone and in person in a timely, professional and efficient manner. To provide high quality customer service to students, audiences, staff, teachers, outside agencies and members of the public. To prepare correspondence for guests, alumni and VIPs when required.
10. To devise and work to schedules for the planning, operations, logistics, and delivery of projects. To be responsible for the administration of the project end-to-end. To evaluate projects post completion and identify key learnings.

11. To manage the operational relationship with internal delivery departments, including facilities, performance venues, catering, etc. To liaise with outside organisers, vendors, or collaborators to ensure effective project delivery.
12. To oversee the collation and preparation of agenda, minutes and papers for key meetings such as GYA Away Days, Safeguarding Meetings, Bursary meetings and Board of Governors meetings ensuring the Director is prepared for all committees and meetings.
13. To oversee any statutory returns processes liaising with colleagues to ensure deadlines are met.
14. To manage incoming and outgoing communications (post/ e-mails/ phone calls), showing only necessary material to the Director and making decisions and actions on managing the remainder as appropriate.
15. Manage the analysis of data relating to student applications and admissions in liaison with colleagues in other departments to monitor trends.
16. To assist with operational tasks such as assisting the GYA Online team and liaising with finance team to ensure all GYA payments are up to date
17. To support the Marketing team by collating and providing data from GYA centres, monitoring the GYA email inbox, co-ordinating meetings, taking and distributing minutes, managing schedules, and other administrative activity that supports marketing campaigns as required.
18. To build and maintain productive working relationships with multiple stakeholders across different projects by attending project planning meetings and regular status meetings with internal or external partners. To work to establish relationships with potential new partners.
19. To complete any required risk assessments in consultation with relevant parties.
20. To develop and administer appropriate and effective budgets for projects, maintaining records, and processing timesheets and invoices through relevant mechanisms including the CBIS financial system. To ensure project budgets aligned with the overarching GYA budget.
21. To perform such other duties consistent with the postholder's skills and experience that may reasonably be requested as directed by the Director
22. To comply with the City of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action.
23. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
24. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.

PERSON SPECIFICATION	
Job Title	Executive Assistant and Project Manager
Department	Guildhall School of Music and Drama – GYA
Grade & Level	D
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills/ Experience/ Professional Qualifications / Relevant Education & Training

Essential

- Proven experience in a senior PA/Executive Assistant role in a performing arts/ educational establishment; to include diary management, the management of correspondence, the organisation and management of projects and events and the development and management of specific areas of executive support. (A, I)
- Ability to develop and manage effective and efficient administrative systems which comply with internal policies and procedures and the requirements of an under 18 department within a Higher Education Institution w (A, I)
- Professional experience working in event programming, curation, or production, ideally within an educational context, having a responsibility for devising, planning and managing events or arts projects which align with and support organisational goals and initiatives. (A, I)
- Ability to design, plan and deliver projects. (A, I)
- Experience of administering budgets. (A, I)
- Excellent written communications skills with the ability to draft agendas, reports, minutes and a range of correspondence on behalf of the Director. (A, I)
- Excellent verbal communication skills with the ability to successfully liaise with key internal and external stakeholders to progress the business of the School. (A, I).
- Experience of successfully working in partnerships with other stakeholders, building and nurturing relationships in order to develop events and projects. (A, I)
- Ability to work with sensitive and confidential information exercising the highest standards of discretion. (A, I)
- Diplomacy, flexibility, ability to get on well with people and have a professional attitude; the ability to work independently and in a team, customer focus. (I)
- Ability to understand, interpret and constructively use information gathered in the course of duties. (A, I)

- The ability to work to tight deadlines and maintain a calm, ordered approach (A, I)
- Excellent IT skills to include MS Office (Word, Excel, Outlook and Power Point), Internet, databases and room booking systems (A, I)

Desirable

- Have an awareness of, and interest in, the needs of students and staff in a performing environment and be able to respond imaginatively to challenges. (A, I)
- Experience of dealing with safeguarding cases
- Experience of administration for marketing and publicity
- Experience of working in an under 18 environment (A, I)

Recruitment – Note to Applicants

These key skills and core behaviours will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.

Summary of Terms and Conditions of Employment

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge, and experience contained in this person specification.

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

Salary

The salary range for this job is £ 41,360- £ 46,050 including Inner London Weighting per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

Contract

Permanent

Hours of Work

Normal hours of work are 35 hours per week excluding lunch breaks, Tuesday to Saturday during Terms and Monday to Friday at other times, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

Annual Leave

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

Sickness Absence and Pay

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

Pension

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

Continuous Service

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave, and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

Probationary Period

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

Notice Period

One month' notice in writing by either party after satisfactory completion of probationary period.

Learning and Employee Development

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

Employee Volunteering Programme

The City Corporation, in line with its aims, to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part-time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.