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**Executive and Project Assistant**

**APPLICATION PACK**

Thank you for your interest in the above vacancy. We’re really happy that you’ve found us.

Details of the background and context to this role can be found in this pack.

**How to apply**

Your completed application should include the following:

1. An application form
2. A personal statement in written or recorded format
3. Your up to date CV

Once you have completed your application documents, please return them before the closing date to:

Penni Pierce  
Executive and Project Assistant

Creative Folkestone

Quarterhouse  
Mill Bay

Folkestone

Kent CT20 1BN

Or alternatively, please email your completed application to: [pennipierce@creativefolkestone.org.uk](mailto:pennipierce@creativefolkestone.org.uk)

If you have any questions relating to this vacancy, please contact Angela Ludlow by email: [angelaludlow@creativefolkestone.org.uk](mailto:angelaludlow@creativefolkestone.org.uk) or phone 01303 760742 for an informal chat

**Deadline**

Closing date for applications: **5pm,** **Thursday 26th November 2020**

**Interview process**

Interviews will take place on Wednesday 2nd December (pm) and Thursday 3rd December.

**ABOUT CREATIVE FOLKESTONE**

Creative Folkestone is dedicated to transforming Folkestone through creative activity to make it a better place to live, work, study and visit. We believe that everyone is creative, and that creativity has the power to change people and places. We have developed five key projects that form the foundation of our work:

1. The Creative Quarter has transformed the Old High Street into a hub of independent shops, artists’ studios and live-work spaces.
2. Folkestone Triennial transforms the town every three years into an outdoor sculpture park with newly commissioned artwork by national and international artists.
3. Folkestone Artworks is the UK’s largest collection of public contemporary art in a town.
4. Folkestone Quarterhouse is a performing arts centre that hosts live events across theatre, dance, music, comedy, film, family shows and festivals.
5. Folkestone Book Festival is one of the UK’s most established festivals of literature, books and ideas.
6. We also do other projects!

We have declared that **FOLKESTONE IS AN ART SCHOOL** and all our projects are underpinned by an inspirational learning and engagement programme that works with schools, community groups and the people of Folkestone across art-form, age and ability.

[www.creativefolkestone.org.uk](http://www.creativefolkestone.org.uk)

**Executive and Project Assistant**

**JOB DESCRIPTION**

**Reports to:** Head of Finance

**Location:** Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN and   
throughout Creative Quarter, Folkestone

**Salary:** £22,850

**Hours:** Full time. Out of office hours working will be required for events etc..

**Terms:** from 1st January 2021

The executive and project assistant will help and support in the delivery of a smooth running organisation. They will improve the governance through supporting the chief executive, Board, sub-committees, ad hoc committees and senior management team of the organisation by taking meeting minutes, collating and preparing documents, preparing correspondence, managing the chief executive’s diary as well as carrying out specific projects and research. They will work with the chief executive, deputy chief executive and head of finance to deliver the day to day HR function and with the staff to deliver staff team development plans. They will take on project support and improve the day to day running of the charity through devising and maintaining office systems.

**Duties:**

1. Maintaining calendar of various meetings, ensuring meeting rooms are booked, and all attendees are informed.
2. Preparing for meetings, coordinating catering, preparing refreshments, receiving external attendees.
3. Producing and circulating agendas for meetings.
4. Providing secretariat duties as appropriate for the organisation’s board meetings, board sub-committees, board ad hoc committees. Taking and drafting minutes for editing, approval and submission to CEO prior to finalisation and circulation. Circulate completed and approved minutes to attendees and other recipients.
5. Receiving individual reports from various managers, collating and preparing Board of Trustees report packs in time for quarterly Trustees’ meetings, and circulating to attendees.
6. Managing the CEO’s diary and organisation’s calendar.
7. Producing, administering and filing HR documentation.
8. Supporting the delivery of the HR and development plans.
9. Supporting the chief executive on specific projects.
10. Devising and delivering core office functions.

11.Providing general support and carrying out administrative tasks and such duties as may be required to successfully realise the purpose of this role.

**Terms and Conditions:** This is a full time appointment. The terms and conditions are as specified in the contract of employment.

|  |  |  |
| --- | --- | --- |
| **Executive and Project Assistant**  **Person Specification** | Essential | Desirable |
| KNOWLEDGE AND EXPERIENCE |  |  |
| Experience of providing administrative support or customer service within a professional environment | **√** |  |
| Experience in taking and production of meeting minutes | **√** |  |
| SKILLS |  |  |
| Excellent telephone manner and good spoken and written English with ability to proof read accurately | **√** |  |
| Proficient in MS Office particularly, Word, Outlook , Excel and PowerPoint | **√** |  |
| Ability to stay calm, focused and motivated in a busy environment | **√** |  |
| Ability to provide a high level of customer service, to both internal and external individuals | **√** |  |
| ATTRIBUTES |  |  |
| Interest in creative activities |  | **√** |
| Organised | **√** |  |
| Accurate and shows attention to detail | **√** |  |
| Team worker | **√** |  |
| Trustworthy | **√** |  |
| Assertive | **√** |  |
| Outgoing and friendly | **√** |  |
| Supportive of Creative Folkestone project and goals | **√** |  |
| QUALIFICATIONS |  |  |
| GCSEs (C grade or above) or equivalent in English and Maths | **√** |  |

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**Executive and Project Assistant**

**APPLICATION FORM**

**SECTION 1: APPLICANT DETAILS**

|  |  |
| --- | --- |
| **Name:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Home telephone:** |  |
| **Email address:** |  |

|  |
| --- |
| Are you legally eligible for employment in the UK? |
| How did you hear about this vacancy? |
| What is your notice period / earliest availability to take up a new position? |

**SECTION 2: DECLARATION**

Please sign below to indicate that you are providing full and accurate information in your application, your CV and any subsequent interview; and that you understand that withholding or misrepresenting information may be grounds for dismissal.

Signature: Date:

|  |
| --- |
| (FOR OFFICE USE ONLY)  DATE RECEIVED:  DATE OF INITIAL RESPONSE: |

**SECTION 3:**

**WE’D LIKE YOU TO PROVIDE A PERSONAL STATEMENT ABOUT WHY YOU ARE INTERESTED IN BEING EXECUTIVE AND PROJECT ASSISTANT AND WHAT YOU FEEL YOU CAN BRING TO THE ROLE.**

**YOU ARE INVITED TO RESPOND EITHER IN WRITING USING NO MORE THAN 1000 WORDS OR WITH A 2 MINUTE VIDEO/SOUND FILE.**

**SECTION 4:**

Please provide details of two referees, one of whom should be your current or most recent employer and indicate at which stage you consent for these references to be taken up.

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation: | Contact number: |
| Email address: | □ contact at any point  □ contact on offer of first round interview  □ contact on offer of second round interview  □ contact only on offer of employment |

|  |  |
| --- | --- |
| **Name:** | **Relationship to you:** |
| Organisation if relevant: | Contact numbers: |
| Email address: | □ contact at any point  □ contact on offer of first round interview  □ contact on offer of second round interview  □ contact only on offer of employment |

**Equal Opportunities Monitoring Questionnaire**

We are asking all applicants to complete the below equal opportunities monitoring questions as part of the recruitment process.

The data you give us will be stored in anonymous aggregate form and held according to Creative Folkestone’s Privacy Policy. It will help us to evaluate our recruitment procedures and gather the most consistent and robust data possible.

**Job Title:** **EXECUTIVE AND PROJECT ASSISTANT**

**Monitoring Questions**

Please circle, highlight or put a X by your answer

|  |
| --- |
| **Where are you currently based?** |
| East Midlands  East of England  London  North East  North West  Northern Ireland  Scotland  South East  South West  Wales  West Midlands  Yorkshire and the Humber  Prefer not to say |

|  |
| --- |
| **How would you describe your gender?** |
| Female  Male  Non-binary  Prefer not to say  Prefer to self-identify (please fill in the free text space below)  Not known |
| **What is your age range**? |
| 0-18  18-19  20-24  25-34  35-44  45-49  50-54  55-64  65+  Not known  Prefer not to say |
| **How would you describe your ethnicity?** |
| Arab  Asian or British Asian – Indian  Asian or British Asian – Pakistani  Asian or British Asian – Bangladeshi  Asian or British Asian – Chinese  Asian or British Asian - Other Asian background  Black or Black British – African  Black or Black British – Caribbean  Black or Black British - Other Black/African/Caribbean background  Latin  Mixed - Asian and White  Mixed - Black African and White  Mixed - Black Caribbean and White  Mixed - Other mixed/multiple ethnic background  White – British  White – Irish  White - Gypsy or Irish Traveller  White - Other White background  Any other ethnic background  Not known  Prefer to self-identify (please fill in the free text space below)  Prefer not to say |

|  |
| --- |
| **Do you identify as disabled or do you have a long-term health condition?** |
| No  Yes - d/Deaf/Hearing Impairment  Yes – a long-term health condition  Prefer not to say |

|  |
| --- |
| **How would you describe your sexual orientation?** |
| Bi Man  Bi Woman  Gay Man  Gay Woman/Lesbian  Heterosexual/Straight  Queer+  Prefer not to say  Prefer to self-identify (please fill in the free text space below)  Not known |

|  |
| --- |
| **Is your gender identity the same as the one assigned to you at birth?** |
| No  Yes  Prefer not to say |