

INFORMATION PACK

EXECUTIVE & PROJECT ASSISTANT

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 which includes a personal statement in written or recorded format
2. Your up-to-date CV
3. A completed equal opportunities monitoring questionnaire - this form is optional, and your completion or non-completion of the form, or any of its sections, will not have a bearing on your application.

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

Lyn Maytum
Executive and Project Assistant
Creative Folkestone
Quarterhouse
Mill Bay
Folkestone
Kent CT20 1BN

or email your completed application to recruitment@creativefolkestone.org.uk

If you have any questions relating to this vacancy, please contact Lyn Maytum by email lynmaytum@creativefolkestone.org.uk

Deadline

Closing date for applications: 10am Monday 25 November 2024

Interview process

Interviews will take place: Monday 2 December & Tuesday 3 December 2024

Start date

ASAP

ABOUT CREATIVE FOLKESTONE

Creative Folkestone believes in the power of creativity to transform people, places and communities. We are passionate about this and believe it will inspire others to be curious and imagine a changed future. We will enable and collaborate with them to make this vision happen.

This will be fun but requires specialist knowledge; at times we will be radical and irreverent, but we will take on the challenges and risks our work demands.

Established in 2002, Creative Folkestone has a remarkable record of success having already transformed what was the most run-down part of Folkestone. A creative community of over six hundred people has been established in ninety restored buildings in the Creative Quarter. Quarterhouse, a performance venue for music, theatre, dance and comedy has been built and now has a programme that attracts a widely diverse audience from all over the area. The region has been animated by five internationally acclaimed visual art Triennials, the largest exhibition of newly commissioned art in the UK, the Folkestone Artworks, the UK's largest display of contemporary art in an urban setting open 24 hours a day 365 days a year, a performance programme and an annual book festival. The area is populated by artists and home to creative industries and a resource for higher education study and research; all this has created many hundreds of jobs.

The charity has recently added stewardship of Prospect Cottage, Derek Jarman's home in Dungeness along with an artists' residency programme, has written the vision, strategy and plan for the district's new garden town, Otterpool, and been instrumental in bringing the polluted old gasworks site in Ship Street back to public ownership as a housing development.

Creative Folkestone is driven by a committed and friendly workforce, led by a knowledgeable and dedicated voluntary board.

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

JOB DESCRIPTION

EXECUTIVE & PROJECT ASSISTANT

Reports to:	Chief Operating Officer/Deputy Chief Executive
Location:	Based at Quarterhouse, Mill Bay, Folkestone, Kent CT20 1BN
Salary:	£32,124
Hours:	35 hours per week - out of office hours working may be required for events
Terms:	Full time permanent position

Summary: The Executive and Project Assistant will support the delivery of a better run organisation. They will improve the governance through supporting the Chief Executive, Board, sub-committees, ad hoc committees, project teams 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 Operating Officer to ensure all HR policies are up-to-date and deliver the day-to-day HR function. They will take on project support and improve the day-to-day running of the charity through devising and maintaining office systems.

Duties:

Board of Trustees/Sub Committees/ad hoc committees

- Providing secretariat duties as appropriate for these committees.
- Organising quarterly meeting dates liaising with the Chair, Board of Trustees and Sub Committee members.
- Drafting agendas, sending report reminders to Senior Team, collating and preparing papers and editing/formatting CEO amendments.
- Sending agenda and papers to Board/Sub Committee members in good time.
- Booking venue and organising refreshments/catering for meetings.
- Organisation of remote attendees, ensuring trouble-free attendance via Teams/Zoom etc.
- Sharing of documents on screen when required, including sharing on remote software.
- Taking and drafting minutes. Sending to CEO & Sub Committee Chairs for amendment/approval.
- Circulating completed and approved minutes to attendees and other recipients.
- Creating & circulating actions document to CEO, COO & Senior Team.
- On-boarding new members of CF Board/Sub Committee members – advising Head of Finance.
- Annual administration of Board of Trustees' declarations of interest.
- Organisation of annual Board away day.

Diary/meetings/workshops

- Managing CEO's diary
- Arranging national/international travel and accommodation.

- Arranging ad hoc staff meetings/workshops as appropriate ensuring meeting rooms are booked, agendas drafted and circulated.
- Liaising with and receiving external attendees.
- Preparation of CEO presentations.
- VIP events – organisation including sending/collating invitations/attendee requirements, restaurant bookings for Book Festival, Triennial launch nights etc.

Human Resources

- Ensuring all staff employment contracts and policy documents are current, in consultation with our HR consultants, ready for approval by the COO.
- Ensuring staff handbook and staff policies contain current legislation, and manage annual process for ensuring all employees have read and understood.
- Overseeing recruitment process, in conjunction with senior managers, including collation and updating of all recruitment documentation, and organisation of interviews and communication with applicants.
- Drafting employment contracts for senior managers, and ensuring all required payroll information is provided for Head of Finance.
- Monitoring onboarding, induction and probation process of all new employees, in collaboration with line managers.
- Maintaining HR records and ensuring all staff follow correct processes, including updating employee contact and personal details, monitoring annual leave and sickness records, and providing annual reporting.
- Supporting line managers with delivery of appraisal processes, ensuring all documentation is completed in a timely manner.
- Assisting the Chief Operating Officer with design, delivery and monitoring of staff training provision.
- Being a first point of contact for general staff HR enquiries, and being a liaison point with Senior Team and staff on HR matters as appropriate.
- Liaising with HR consultants regarding advice/documentation as HR needs arise.
- Overseeing Staff Satisfaction Survey process, ensuring all staff complete, and assisting with reporting.

Projects

- Project team administration including diarising meetings, drafting of project documents, preparation of agenda, project team documents and notes.
- Undertaking project tasks as appropriate.

General

- Supporting the Chief Executive and Chief Operating Officer on specific projects.
- Devising and delivering core office functions.
- Providing other general support and carrying out administrative tasks as may be required from time-to-time.

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	√	
Project management planning and delivery	√	
Proficient in MS Office particularly, Word, Outlook, Excel and PowerPoint	√	
Emotionally intelligent, able to read situations and understand how to negotiate different personalities.	√	
Discreet and diplomatic with confidential information.	√	
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		
Organised	√	
Accurate and shows attention to detail	√	
Team worker	√	
Discreet and trustworthy	√	
Diplomatic	√	
Emotionally intelligent	√	
Supportive of Creative Folkestone project and goals	√	
Interest in creative activities		√
QUALIFICATIONS		
GCSEs (C grade or above) or equivalent in English and Maths	√	