

Role: Executive Assistant and Administrator
Employer: Saturday Club Trust
Contract: permanent and full time
Salary: £30,000–£35,000, dependent on experience
Responsible to: Chief Executive Officer, Saturday Club Trust

About the Saturday Club Trust and National Saturday Club

For the past 10 years, the National Saturday Club has promoted creative thinking and designed education to widen access and transform learning for 13–16 year olds. A fast-growing nationwide network, the Club offers young people the opportunity to study subjects that inspire them at their local, university, college or cultural institution, for free. Supported by public funding from Arts Council England and the Department for Education, the Club works to nurture young people's talents, build their confidence and skills, and inform them about further education and exciting careers so they aspire to become the next generation of entrepreneurs, innovators and creative leaders. The National Saturday Club also partners with prestigious artists, designers and creative industry professionals to deliver its annual programme across a network that currently has 80 Saturday Clubs in 61 locations across the UK.

The Saturday Club Trust is an independent charity set up in 2016 to manage and develop the National Saturday Club. The National Saturday Club was initiated in 2009 by The Sorrell Foundation, an educational charity co-founded by Sir John Sorrell CBE and Lady Sorrell OBE with the aim of inspiring creativity in young people and improving quality of life through good design.

saturday-club.org

About the Role

As it works to grow its national network and celebrate the National Saturday Club's 10th anniversary, the Saturday Club Trust is looking to recruit an exceptional Executive Assistant and Administrator to join its dedicated team. This is a rare opportunity for an experienced Executive Assistant and Administrator to work for the Trust's two high-profile Co-Founders, Sir John and Lady Sorrell, and the charity's CEO, Lucy Kennedy.

The key purposes of the role are to provide exceptional Executive Assistant and administrative support to these three individuals, managing three complicated diaries and their individual and combined administrative priorities. The ideal candidate will be supremely well organised, proactive and a problem-solver. An awareness of time sensitivity and level of importance of enquiries are critical. Importantly, the Trust is seeking a highly personable individual, experienced in liaising with high-profile external partners across industry sectors, with excellent communication and IT skills, and proven experience working with CRM systems and managing contact databases.

Administration for the Trust will include the organisation of quarterly Trustee and Tutor meetings, as well as numerous external partner meetings; all activities relating to the Co-Founders and Chief Executive; and the production of briefing papers, agendas, minutes and key administrative documents. The ideal candidate will be confident and experienced in managing a diverse workload while consistently working to an impeccable standard of accuracy and attention to detail. A demonstrable knowledge of the creative industries and education sectors, and the ability to develop productive working relationships are vital. The role requires absolute discretion and trustworthiness at all times, as the responsibilities entail liaising with individuals and managing relationships at the highest level.

Role and Responsibilities

- Act as an Executive Assistant to the Co-Founders and CEO of the Saturday Club Trust
- Manage three complicated diaries
- Respond to and manage all incoming correspondence
- Arrange meetings and conference calls, travel and accommodation
- Ensure the Trust's Co-Founders and CEO are fully briefed and prepared for all upcoming commitments
- Organise meetings and prepare briefing papers, agendas and minutes
- Assist with preparation of speeches, articles and letters
- Research issues, opportunities and activities that may be of a confidential nature
- Write any necessary correspondence and documents to a high standard of written English
- Attend events to assist the Co-Founders, CEO and wider staff team
- VIP management for the Club's Summer Show and other events throughout the year
- Provide full administrative support for the National Saturday Club annual events programme, in particular liaison with trustees, VIPs and key partners
- Office management to maintain accurate HR and employment records for staff
- Maintain the Trust's CRM system and manage contact databases
- Exercise complete confidentiality and discretion at all times

The successful candidate will have:

- Experience as an Executive Assistant at CEO and senior management level
- Ability to work calmly under pressure with multiple demands
- Outstanding administrative and organisational skills and the ability to prioritise
- Meticulous excellent attention to detail
- Ability to build positive relationships both internally and externally at all levels and across all contexts
- Experience of managing and influencing outcomes successfully
- Experience working with high-profile business leaders, creative professionals and governmental individuals
- Interest in and an understanding of the creative industries and education sectors
- Skills to write briefing papers and letters across sectors at the highest level
- Proofreading and editing skills
- Excellent communication skills
- Ability to thrive in a fast-paced and demanding environment
- Excellent Word, Excel and PowerPoint skills and Apple Mac literacy
- Forward thinking

To apply, please send a CV and covering letter to **Lucy Kennedy, CEO**, Saturday Club Trust, at lucy@saturday-club.org. The deadline for applications is 27 February 2019, with the aim of holding first-stage interviews w/c 11 March.

Please note: Salary is dependent on experience and qualifications. If you are not invited for interview, your application has not been successful. The Saturday Club Trust strives to be an equal opportunities employer and welcomes applications from all sections of the community. Applications from disabled persons are welcome. Selection criteria and procedures will be kept under review to ensure that individuals are selected, promoted and treated on the basis of their relevant merits and abilities. The Saturday Club Trust is a UK-registered charity (no 1165362) and company limited by guarantee in England and Wales (no 09559467).