

Executive Assistant

Contract: Permanent

Hours: Full-time

Location: Somerset House WC2R 1LA London, primarily office based with some optional remote working

Salary: up to £35,000 per annum, dependant on experience

Saturday Club Trust

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. Partly supported by public funding from Arts Council England and the Department for Education, the Club aims to nurture young people's talent, build their confidence and skills, and inform them about further and higher education and exciting careers in the creative industries. The Saturday Club Trust is an independent charity set up in 2016 to manage and develop the National Saturday Club.

The National Saturday Club gives 13–16-year-olds a unique opportunity to study subjects they love for on a Saturday at their local university, college or cultural institution. Currently offered across six dynamic subjects: Art&Design, Fashion&Business, Film&Media, Science&Engineering, Society&Change and Writing&Talking; the year long programme is free, has no exams and offers young people a transformational opportunity to build their skills, develop their confidence and discover pathways to further study and future careers. Individual Club programmes are delivered by partner institutions, professional tutors and industry practitioners, and include joint activities organised by the Saturday Club Trust, such as the Visit, Masterclasses with industry experts and a Summer Show that enhance the annual programme and bring the members together across the network.

saturday-club.org

About the Role

The Saturday Club Trust is looking to recruit a professional, proactive and highly committed individual to support the Chief Executive as their Executive Assistant and provide diary management and technical support to the Chair of the Board of Trustees and two Co-founders.

The key purposes of the role are to provide exceptional administrative support and assistance to the Chief Executive and manage the complicated diaries for these four individuals and their individual and combined administrative priorities. The ideal candidate will be an adaptable, supremely well-organised problem-solver with a meticulous attention to detail. Importantly, the Trust is seeking a highly personable individual, comfortable liaising with high-profile external partners across a breadth of sectors, with excellent communication skills. You will have highly proficient IT skills and experience of working with CRM systems and managing contact databases.

The ideal candidate will be able to manage a diverse workload while consistently working to an impeccable standard of accuracy. The ability to develop productive working relationships across different levels is 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

- Manage four complicated diaries (Chief Executive's, Chair's and Co-founders)
- Manage the Chief Executive's administrative activities and support the Chair and Co-Founders where required
- Respond to and manage all incoming correspondence
- Arrange meetings and conference calls, travel and accommodation
- Ensure the Trust's Chief Executive, Chair and Co-Founders are fully briefed and prepared for all upcoming commitments
- Organise meetings and prepare briefing papers, agendas and minutes including the quarterly Board of Trustees meetings
- Attend events to assist the Chief Executive, Chair and wider staff team
- VIP guest management for the National Saturday Club's Summer Show and other key events throughout the year
- Provide administrative support for the National Saturday Club annual events programme, in particular liaison with trustees, VIPs and key partners
- Office management and day-to-day maintenance including purchasing of office and kitchen supplies
- Provide financial administration support including the filing of expenses, invoices and receipts
- Draft emails, letters and prepare presentations on behalf of the Chief Executive and where required for the Chair and Co-Founders.
- Maintain the Chief Executive's contact database and those of the Saturday Club Trust
- Other tasks which may be asked of you from time to time

The successful candidate will have:

Essential

- An energetic, proactive and highly committed approach to their work
- Well-presented, articulate and personable
- Ability to work calmly under pressure
- Effectively prioritise multiple demands
- Outstanding administrative and organisational skills and the ability to prioritise
- Meticulous attention to detail and supremely well organised
- Ability to build positive relationships both internally and externally at all levels and across all contexts
- Experience working with high-profile business leaders, creative professionals and governmental individuals
- Excellent communication skills
- Ability to thrive in a fast-paced and demanding environment
- Discrete and trustworthy
- Highly proficient technology and digital literacy with Word, Excel, PowerPoint, Outlook, Apple Mac, Adobe, CRM systems and other programmes
- Ability to draft briefing papers and letters across sectors to a high standard of written English

Desirable:

- An interest in the creative industries and education sectors
- An interest in the charitable sector

Employment benefits

The Saturday Club Trust offers the following employment benefits:

- Working at the prestigious cultural destination Somerset House in central London, with access to offers and events from our resident community and discounts at onsite restaurants, bars and cafes
- Enhanced annual leave – 25 days plus bank holidays
- Hybrid working upon agreement
- Company pension scheme
- Life insurance cover
- Access to our external employee assistance programme (Health Assured) for free 24/7 confidential advice and support
- Cycle to Work scheme

Equality, Diversity & Inclusion

At The Saturday Club Trust, we are looking for people who reflect the diversity of the country today, to help us shape and change the arts, cultural and education sectors and make them more relevant to the young people, communities and places with which we work. Disabled people, those from Black, Asian and minority ethnic backgrounds and LGBTQ+ colleagues are under-represented in our industry, and we are committed to addressing this under-representation and welcome applicants from these backgrounds, identities and experiences.

Environmental responsibility

We take our role in trying to minimise our impact on the environment seriously and recognise the importance of championing and influencing change within our organisation, through partner collaboration and across all our activities.

Data Protection

All applications will be processed in accordance with General Data Protection Regulations (GDPR). All applications will be held for a period of six months for the purposes of consideration for future roles, after which point they will be securely destroyed. If you do not wish for your application to be held for this duration then please notify us by emailing; gemma@saturday-club.org

To apply, please send a CV and covering letter, including where you heard about this opportunity to zoe@saturday-club.org and complete our anonymous [Equality and Diversity Monitoring Form](#). The deadline for applications is **Monday 6th June 2022 at 5pm**, with the aim of holding first-stage interviews on **Thursday 9th June 2022**.