

Executive Assistant to the Director of External Affairs

Location	Vinovium House, Saddler Street, Bishop Auckland. DL14 7BH
Department	External Affairs
Hours/ days	37.5 hours per week
Salary	Up to £30,000
Permanent/ F/T	Permanent

About the Auckland Project

The Auckland Project is an arts, faith and heritage destination being created in Bishop Auckland.

It began in 2012 when Founder, Jonathan Ruffer purchased a series of paintings by Spanish artist, Francisco de Zurbarán, *Jacob and His Twelve Sons*, and their historical home of more than 250 years, Auckland Castle.

His ambition was to transform the 900-year-old bishop's palace from an unknown private dwelling into a vibrant world-class heritage attraction and catalyst for real change.

At the heart of The Auckland Project is a mission to revitalise the future of Bishop Auckland through employment, training and educational opportunities. To date approaching £150m has been committed to achieving this long term ambition.

Auckland Castle is now undergoing a multi-million pound programme of conservation and will form the centrepiece of The Auckland Project visitor destination, which will also include a Faith Museum, Spanish Gallery and Walled Garden, opening in stages over the next few years.

This follows the launch of The Auckland Project's Mining Art Gallery in 2017 and the Auckland Tower welcome centre in October 2018.

The Auckland Project is a cause driven organisation, our purpose of revitalisation is underpinned by our ethos in being respectful, displaying integrity, building nurturing relationships, leading by example and being kind.

Job Purpose

This is a fantastic opportunity to be part of our brand new External Affairs Department, we envisage the work you will be undertaking to be exciting, diverse and also challenging. You will deliver the support the Director requires to make sure business happens. This will include providing high-level administrative support e.g preparing reports in various formats, handling correspondence, scheduling meetings, manage relationships with internal and external stakeholders on behalf of the Director. Critical is ensuring continued effective relationships are maintained. There will also be a significant element of research within the role where you will need to use initiative, be a self-motivated self-starter, who can run with projects with minimum supervision. You will be calm and focused under pressure, have the ability to prioritise a range of deadlines and be happy carrying out very high level work as well as basic administration duties.

Key deliverables and accountabilities

- Within this role you will have access to highly sensitive information where confidentiality and discretion is most important, you will respect this demonstrating professionalism at all times
- Managing multiple tasks and prioritising projects and activities, whilst maintaining accuracy and attention to detail is critical for the role.
- Research and present complex, comprehensive information in formats suitable for a range of audiences, knowledge of powerpoint/prezi, excel, database, publisher is necessary
- Develop and promote internal systems that are comprehensive and support the Director and the business
- Manage the director's complex calendar and inbox, this includes organising meetings, travel arrangements including international travel, accommodation, events both planned and unexpected
- Working collaboratively and flexibly with colleagues at all levels in the organisation is essential to the role, you will be expected to build up professional relationships with PAs, Directors, Trustee's and Stakeholders supporting business needs at all times
- Attend meetings and take comprehensive minutes when required, you may be required to convey information or speak on behalf of the Director therefore excellent communication skills both verbal and written are a must
- The ability to visualise the bigger picture even at the idea stage whilst anticipating and planning for the unexpected
- You will need to be resourceful and able to anticipate the needs of the Director while representing and acting in keeping with the Organisations Priorities, Purpose and Goals
- You will be expected to provide all administrative support such as dealing with all correspondence, manage emails, proof read legal documents, copy proofing, preparing letters, reports, partnership agreements, agendas and papers
- Liaising with the Founder and his London PA to forward plan visits/meetings etc. and help work out his agenda
- Screen phone calls, enquiries and requests
- Carry out filing duties as necessary to maintain an organised and up to date filing system
- Provide additional support to the workplace team and other colleagues across the Organisation during busy periods of work as and when required

Resource Management

Will not have line management responsibilities

Internal relationships

Cross departmental

External relationships and partnership

Stakeholders and Partners

Health & Safety

The successful candidate will agree to adhere to all H&S commitments including training

HOW TO APPLY

Please send a CV and Cover Letter of no more than two A4 sides to
recruitment@aucklandproject.org

Closing date: 17th March 2019

Interview date:

If you require assistance to complete your application or would like to inform us of anything we need to take into consideration during our shortlisting process, please contact us by email or by calling 01388 743750.