



JOB DESCRIPTION.

JOB TITLE	Executive Assistant to CEO & CFOO
REPORTS TO	Head of Strategic Projects
DIRECT REPORTS	Business Support Officer
DEPARTMENT	Business Support

PURPOSE OF JOB

The Executive Assistant will be responsible for supporting the CEO and CFOO in line with our priorities and strategic objectives, ensuring the smooth running of the CEO and CFOO's office.

PRINCIPAL RESPONSIBILITIES

Executive Support

- Proactively plan ahead to ensure that effective use is made of the CEO and CFOO's time.
- Monitor workload and act as the 'eyes and ears' of the CEO & CFOO's offices, escalating where necessary and delegating to other members of staff where appropriate.
- Follow up actions on behalf of the CEO and CFOO.

Diary management

- Principle point of contact for the CEO and CFOO's diaries, regularly reviewing the diary, avoiding clashes and ensuring meetings are prioritised where needed.

Guest management

- Meet and greet guests for meetings with CEO and CFOO as required, including refreshments etc.
- Assist in the organisation and facilitation of media visits on site (including filming and photoshoots).
- Coordinate guest lists and tickets for press nights and events (including house seats and production tickets) on behalf of the CEO Office, liaising with the Ticketing and Sales team.

Travel arrangements

- To book hotel and travel arrangements for the CEO & CFOO

Meetings: Agendas, papers, minutes

- Provide administrative support to regular meetings chaired by the CEO and/or CFOO, including minute-taking, coordinating papers and setting agendas.

Relationships

- Foster and maintain excellent relationships with all internal and external stakeholders, including the Directorate, Trustees, Globe employees and freelancers, Council members and members of the public.

Expenditure

- Process company credit card, expense returns, petty cash receipts and invoices relating to CEO and CFOO
- Assist other with invoice processing if required.

Events

- Lead CEO Office events (including press nights, launches, galas) – including preparations and on-the-ground support.

PERSON SPECIFICATION

- Previous experience as an EA supporting at C-Suite level (min 4 years).
- Prior experience with non-executive boards and knowledge of the workings of a charity.
- Strong time management skills and ability to prioritise workloads.
- Excellent administration and organisational skills and the proven ability to meet deadlines whilst working in a busy environment.
- Exceptional verbal and written communication and interpersonal skills and an ability to deal tactfully with staff at all levels, whilst maintaining strict confidentiality at all times.
- Persuasive, with the ability to challenge effectively and negotiate when required.
- A professional approach with the ability to work on your own initiative in a systematic and pragmatic manner.
- Conscientious and diligent self-starter
- Expert working knowledge of Microsoft Office applications in particular Outlook, Excel, and Word.
- A supportive and collaborative team member.

Embodies these essential Globe ways of working:

- Committed to the principles of equality, diversity, and anti-racism and able to implement these within all areas of work.
- Supportiveness to others
- Thoughtfulness, reflecting, and problem solving.
- Influencing and communicating with others

The post holder must at all times carry out their responsibilities with due regard to Shakespeare's Globe's Policies and Procedures.

RECRUITMENT INFORMATION AND TERMS AND CONDITIONS

Full Time / Permanent (happy to talk flexible working)

[A full set of terms and conditions will be supplied with a contract of employment]

Hours: 35 hours per week exclusive of lunch breaks. Additional hours at evenings and weekends may be required for which time in lieu may be granted. There are no extra payments for additional hours worked.

Salary: £40,000 per annum

Holiday: The annual holiday leave is 25 days pro-rata per calendar year plus Bank Holidays.