



## INTERNATIONAL MUSIC AND PERFORMING ARTS CHARITABLE TRUST

The charity managing the creation and running of the Dunard Centre  
registered in Scotland No. SC046904



## JOB DESCRIPTION: ADMINISTRATIVE ASSISTANT

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**Role:** Administrative Assistant

**Reports to:** Operations Manager

**Office location:** IMPACT Scotland: 35 St Andrew Square, Edinburgh, EH2 2AD

**Salary:** £24,000 p/a (FTE)

**Term:** Permanent, full-time (0.8 FTE also considered)

**Closing date:** 5pm, Friday 19 April 2024

**Interview process:** Interviews will take place w/c 29 April 

IMPACT Scotland is recruiting an Administrative Assistant who will provide crucial administrative support to the executive team and Board of Trustees. This permanent role will suit an efficient and organised individual who wants to sit at the heart of a developing organisation. It is ideal for someone looking to gain experience across the broad range of disciplines which support cultural organisations. Primarily an administrative role, the successful candidate can expect to support work in Development, Marketing & Communications, and Venue Planning as part of their day-to-day.

The IMPACT Scotland team is expected to grow with the building, and the right candidate will have the opportunity to be part of a developing, dynamic organisation that is helping to shape Edinburgh's cultural future.

## Context

IMPACT Scotland is the charitable organisation responsible for overseeing the creation and running of the Dunard Centre, the first purpose-built music and performance space in Edinburgh for more than a century. Designed by David Chipperfield Architects with Nagata Acoustics, this all-purpose performance venue will have at its heart a world-class auditorium offering the very best in modern acoustics in a flexible setting for all kinds of music and performance.

This landmark building will become home to the Scottish Chamber Orchestra and the Edinburgh International Festival; it will be a vibrant, creative hub that teems with life all day, matching the vibrancy and diversity of three weeks in August in a year-round offer. Designed to slot into a bustling city centre site fringed by heritage buildings, its 1,000-seat auditorium, bars, workshop rooms and recording facilities will host a diverse programme that combines classical, pop, rock, folk, jazz, spoken word and electronica. Its innovative and wide-reaching community engagement programme will connect artists, audiences and communities in year-round opportunities for lifelong learning.

The Dunard Centre benefits from the generous support of the Dunard Fund — a long-term funder of the arts and music in Scotland — and is the cultural centrepiece of the Edinburgh and South-East Scotland City Region Deal, a transformative partnership between the UK and Scottish Governments and Edinburgh City Council. Through the support of Royal Bank of Scotland, the Dunard Centre will be built in the heart of Edinburgh, behind and directly connected to the Bank's historic registered office at 36 St Andrew Square.

As the enabling works on site near their completion, the Dunard Centre is looking towards its four-year construction period, which is expected to begin later this year. The Administrative Assistant would therefore be joining the team at an exciting time, as this long-awaited prospect becomes a reality.

### Person Specification

- Collaborative, person-centred working style;
- Excellent interpersonal skills – both written and spoken;
- High level of computer literacy;
- Ability to prioritise;
- Ability to create clear records and systems for wider use;
- Positive, 'can-do' approach to problem-solving;
- Discreet and loyal.

### Key Responsibilities

- Office management;
- Cross-diary support;
- Supporting capacity across the wider team;

### Duties to include:

- Respond to / triage incoming enquiries as the organisation's first point of contact;
- Prepare and distribute materials in advance of meetings;
- Minute meetings and circulate actions where required to aid workflow across the team;
- Provide diary support for key personnel: Chief Executive Officer, Project Director, Chair & Trustees;
- Coordinate travel and accommodation arrangements for key personnel as above;
- Tracking and reconciliation of expense claims for the wider staff team & Board of Trustees;
- Provide hospitality for guests and visitors;
- Manage stock for hospitality, maintenance and stationery within budget;
- Create, implement and maintain a filing system for official records and documentation;

- Manage subscriptions and renewals across departments;
- Create and develop mailing lists across departments;
- Undertake research as directed by department leads;
- Support planning and delivery of events as required;
- Support content development and management for both print and digital media;
- Support implementation of an organisation-wide policy review;
- Direct and coordinate office facilities and maintenance works e.g. cleaning, alarm testing, deliveries;
- Support temporary office relocation across planned refurbishment works.

**Permanent, full-time contract (0.8 FTE also considered)**

- 33 days (FTE pro rata) annual leave entitlement, inclusive of public holidays;
- TOIL policy: hours incurred beyond contract are recorded and can be claimed back at a time agreed with line management;

**Applications**

Please send a copy of your C.V. to [recruitment@impactscotland.org.uk](mailto:recruitment@impactscotland.org.uk) marked FAO Jessica Massey, along with a covering letter explaining why you would like to work at IMPACT Scotland and how you believe your skills fit the requirements of the role. Please aim for your C.V. to be no longer than two sides of A4 paper.

Pre-application conversations are welcomed. If you would like to discuss the role or the company in advance of applying, please contact Jessica Massey, Operations Manager, [jessica.massey@impactscotland.org.uk](mailto:jessica.massey@impactscotland.org.uk).

If you have any disability that prevents you from following the application process as described, please contact the office for a confidential conversation on 0131 370 1351.

IMPACT Scotland is committed to equality, and we encourage you to apply no matter what your age, caring responsibilities, disability, gender, gender identity, marriage and civil partnership, pregnancy and maternity, race, religion or belief or sexual orientation. We welcome candidates from all backgrounds and from all sectors.

We are particularly committed to supporting applications individuals from backgrounds or social groups that are currently underrepresented in the creative industries. We will support any access requirements you may have during the recruitment process and ensure that reasonable adjustments are in place as required by the Equality Act 2010. If you require any access support if selected for interview or require further information (including requests for printed forms or access support), please contact, [recruitment@impactscotland.org.uk](mailto:recruitment@impactscotland.org.uk) or call the office on 0131 370 1351.