

# Ruskin Mill Trust (the Trust)

## Job Description

<b>Position:</b>	<b>Executive Personal Assistant to the Founder and Executive Chair</b>
<b>Post Reference No:</b>	<b>10</b>
<b>Grade:</b>	
<b>Responsible to:</b>	<b>Senior PA to the Founder &amp; Founder and Executive Chair</b>
<b>Location:</b>	<b>Corporate Offices, Ruskin Mill</b>

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### **Job Purpose**

The post holder will be required to provide an effective executive administration and PA support to the Founder and Executive Chair of Ruskin Mill Trust. You will be expected to maintain complete confidentiality at all times.

The post holder is to contribute to the whole life of the Schools, Colleges and Trust, always remembering that our core purpose is to improve the education and lives of the young people in the Trust.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

You will be required to carry out your duties at other Trust sites and at such other places as the Trust may reasonably require.

Overnight stays may also be a requirement but this will only be with appropriate notice and agreement. Evening and weekend working will be required (you will be called upon to work up to 2 weekend days each month) for which time off in lieu will be given.

### **Corporate Contribution**

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

### **Main Duties**

1. To ensure the Founder and Executive Chair is kept up to date of all direct communication through the monitoring, printing and managing of emails in line with the agreed system. To have oversight of actions, responses and deadlines.
2. Work 1:1 with the Founder/Executive Chair to type correspondence, prepare presentations, newsletters and reports and undertake appropriate research, ensuring that all correspondence and communications in all media are in line with the Trust's vision, values, purpose and method, and that you are able to interpret and embed this within the documents you produce.

3. Deal confidentially with telephone enquiries and all correspondence including taking dictation to inform the responses.
4. To manage the Founder's diary: diarising meetings as required, arranging and coordinating meetings, conferences, exhibitions and events with internal and external participants and coordinating/communicating any changes required.
5. Collect, open and check post. Select items of correspondence for the Founder and Executive Chair's personal attention directing other items of correspondence to the appropriate member of staff and monitor action taken where necessary.
6. Drive the Founder and guests, as required, to other sites and locations for appointments etc.
7. Take minutes and provide administrative support, including preparing agendas and tracking of actions, as required to meetings and committees as directed by the Founder and Executive Chair and/or, Senior PA. Produce agendas from matters arising and items received as appropriate
8. Support the Founder of the Trust in organising and managing conferences, events, training sessions, festivals and exhibitions within the department, helping with the collating and establishing of attendance lists and deadlines, to ensure activities are administered efficiently and within budget. Create and print supporting documentation for review by the Founder and Executive Chair.
9. To transcribe meetings, lectures, training sessions as requested.
10. To manage the administrative support tasks for all local, national and international trips and visits for the Founder and Executive Chair, guests and other staff. This will include researching and ensuring appropriate travel arrangements and visas are in place, booking flights, trains and accommodation, preparing presentations, delegate packs and follow up work.
11. Deal with all visitors and staff members that have business with the Founder and Executive Chair confidentially and professionally, this may include acting as guide and host to any of the Trust sites, you may also be required to attend other events, locally, nationally or internationally.
12. To manage the Founder and Executive Chair's expenses and finances, by placing online orders, maintaining subscriptions, collating invoices, ensuring Purchase Orders have been raised and signed and by printing receipts for online purchases.
13. Working with the finance team to ensure that invoices, expenses and donations are processed in a timely manner.
14. Provide support in managing personal tasks on an ad hoc basis for the Founder and Executive Chair.
15. Provide cover for colleagues as required and provide ad-hoc support when requested to other senior staff, internal and external collaborators of Ruskin Mill Trust and its associated organisations.
16. Assist with the establishment of databases and filing systems and manage the compiling, maintaining and utilising the database of key contacts.
17. Assist with the compilation of the Trust asset register, specifically the cataloguing of Trust artwork and craftwork, cross-Trust
18. Implementing and maintaining procedures and systems e.g. new library system, presentation folders and cross-trust contacts.

19. Manage the website enquiries inbox - maintain cross Trust knowledge on contacts, events and developments to enable effective responses to a range of external and internal enquiries.
20. Help keep the Founder and Executive Chair's office clean and tidy. Shred confidential documents on a regular basis, but at least weekly.
21. File electronically and archive where appropriate. Assist in the archiving and cataloguing of Trust files and documentation.
22. Work as part of the RMT Civil Service Team to support the office management within the Ruskin Mill building and the Field Centre.
23. Effective planning and organising of own work, dealing with changing daily pressures and challenges and adjusting own priorities as required, whilst at all times maintaining consistency and quality.

### **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.
3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To deliver training or development opportunities as required.
8. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
9. To comply with all the policies and procedures of the Trust
10. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Executive Personal Assistant to the Founder and Business Services Support does not have line management responsibility.

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

### **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

## **Person Specification / Training and Development Requirements**

**Position:** The Executive Personal Assistant to the Founder and Business Services Support

The following are the criteria that will be used for Shortlisting

### **Experience:**

#### **Essential:**

- Experience of working as a Personal Assistant or a Senior Administrator
- Experience of managing a diverse workload and meeting strict deadlines
- Experience of working with events and making travel arrangements
- Supporting other administrative colleagues with workloads. Experience of investigating and researching topics as directed
- Knowledge of drafting correspondence including but not limited to letters, emails, agendas and minutes
- Experience of providing administrative support in a busy office environment

#### **Desirable:**

- Knowledge of reliably screening communications
- Experience working with company directors and senior staff
- Experience in working in the social care, residential or education sector

### **Knowledge and Skills**

#### **Essential:**

- Highly Computer Literate in Microsoft office applications, including, Outlook, Word, Excel and PowerPoint.
- High quality editing and linguistic skills
- Able to type with accuracy and speed
- Strong organisational and communication skills
- Outstanding interpersonal skills
- Quick thinking and ability to ensure exceptional standards of accuracy and quality
- Well organised
- Able to work to deadlines
- Able to take ideas and turn them into action plans and see through to the end □ Good eye for detail
- Able to work independently but within the framework of a dispersed team
- Adaptable
- Shows initiative
- Ability to demonstrate high levels of motivation and enthusiasm for all duties no matter how minor such as preparing items required throughout meetings such as equipment and refreshments
- Full clean driving licence and daily use of a car that can be used for business use and travel with the Founder and Executive Chair
- Sound time keeping and forward planning ability
- Motivated self-starter
- Positive and flexible attitude
- A personal interest in and commitment to environmental issues

#### **Desirable:**

- Project management skills
- Knowledge of Publisher
- Interest in cultural affairs, philosophy, holistic approaches

**Please note there will be a need for some flexible working as there will be a need for occasional early mornings and also will be required to work some Saturdays with an alternative day off during the week.**

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Practical Skills Therapeutic Education	Within 12 months commencing role	of Up to 12 months
	Management of Actual and Potential Aggression	first available opportunity	1 day
	PREVENT training	Within of commencing role	Online about 1 hour
	Safeguarding Internal Policies and Procedures	Within 3 months commencing role	of 2 hours
	Equality and Diversity	Within 3 months commencing role	of 2 hours