

JOB DESCRIPTION

POST TITLE:	Assistant to the Senior Leadership Team
RESPONSIBLE TO:	SLT
LOCATION:	Independent Society of Musicians ('the ISM) 4/5 Inverness Mews London W2 3JQ
Part time:	28 hours a week
Salary:	£38K - £40K pro rata

RESPONSIBILITIES

Assistant to the CEO duties

Undertake a broad range of duties for the CEO including helping with diary management, correspondence, taking minutes, undertaking research, preparing briefings, organising travel, helping to write speeches and being the main point of contact for the CEO.

Undertake some human resources duties including assisting with recruitment and the induction process and other HR matters as necessary.

Ensure HR records are kept up to date at all times and diarise regular one to ones in respect of all the CEO's line reports. Act as the central contact point for all staff in connection with liaising with the CEO including maintaining an up to date list of the contact details of staff.

Liaise with the External Affairs team to ensure that there is coordination between the CEO, her diary and the meeting requirements of EA.

Organise events and activities for the staff team to support team culture and collaboration.

Assistant to the Director of Legal duties

Assistance with all aspects of Board meetings and associated meetings.

In particular:

- Maintain up to date lists of all Directors and Trustees of the ISM Group of companies, their periods of office and their contact details.
- Maintain an up to date calendar of all ISM Group meetings and specific business to be conducted at each ISM Group meeting.
- Maintain an up to date list of all Committees of the ISM Group including Disciplinary and Appeals panel, Child Protection and Council.
- Assist with the preparation of Board papers for the ISM Group.

Collaborate with the SLT to ensure the offices meet all health and safety requirements, including the requirements for Fire Marshalls and First Aiders

Assistant to the Director of Finance and Membership

Ensure that timely repairs and refurbishment are carried out to the premises to budget and to time.

Actively manage all on-going facilities and their contracts, highlighting contracts coming up for renewal and any underperformance issues by suppliers

Ensure facilities, such as water, air conditioning, electrical items, emergency lighting are well-maintained and regularly inspected and undertake annual Fire Safety check.

Manage contractors such as cleaners and handyman.

Obtain quotes for works to the building and ensure works are carried out as per the tender and to a high standard.

CORE VALUES FOR ALL STAFF

Perform your role to a high standard, to time and with dedication and commitment.

Deliver the ISM Group's agreed objectives and maintain our reputation of working at the forefront of supporting the music profession.

Deliver the 5 Gs at all times.

Treat all colleagues, members and people you come in contact with as a result of your work at the ISM with fairness and respect and in accordance with our commitment to equal opportunities.

Ensure effective, efficient and timely communication with all colleagues and stakeholders with an emphasis on face to face communication.

Take responsibility for your own health and safety and responsibility for the reporting of hazards that you believe could impact on health and safety within the ISM's premises and other premises used by the ISM.

Staff are expected to take part in the appraisal process and to undertake continuous professional development and training such as may be necessary to meet our business objectives.

Please note this job description provides a broad outline of the duties and requirements of the post and is subject to review and change to meet the ISM Group's operational needs.

Person Specification

Essential:

- 5 years' administrative experience
- Very strong key board skills
- Excellent attention to detail
- Experience of preparing business documents including Board papers.
- Office management experience
- Ability to draft letters and emails with minimal supervision in line with brand and style guidelines.
- Absolute loyalty, discretion and confidentiality.
- Excellent common sense and good judgement.
- Excellent interpersonal skills.
- A highly accurate and efficient record keeper.
- Good team player who works well under pressure and to deadlines.
- Strong IT skills including advanced knowledge using Microsoft office packages such as Word, Excel, Outlook and PowerPoint.

11 April 2024